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ABSTRACT

In order to meet the needs of a diverse user population from three different institutions of higher learning, this information packet presents a menu of instructional options from which patrons can choose. (Located on a large urban campus, the Auraria Library serves students, faculty, and staff from the Community College of Denver, the Metropolitan State College of Denver, and the University of Colorado at Denver, as well as the public. It is noted that each of the colleges has unique goals, missions, and student populations.) Brief descriptions of the library and a pilot library instruction program are followed by a copy of the Auraria Library Handbook, which is divided into four main sections. "Organization of the Library" provides orientation information about the library and its services. Basic information is given about where to go with questions, how materials are organized, and the kinds of materials that are available and where they are located. "Finding Information" forms the core of the handbook. It provides steps for finding books, articles, government publications, and other materials needed for research. Also included in this section is an overview of the Colorado Alliance of Research Libraries (CARL) computer system (which includes the Auraria Library Catalog) with tips for searching the system. "Selecting Library Materials for Your Topic" deals with the overall process of doing research and includes a library research strategy. The final chapter presents answers to frequently asked questions about the library. Making up the major part of the packet are point of use guides for the library's indexes, information about searching CARL, research strategy guides, and library use guides. (MAB)

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AURARIA LIBRARY INSTRUCTION PROGRAM

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AURARIA LIBRARY INSTRUCTION PROGRAM

The Auraria Library serves a diverse user population on a large urban campus. As the core information source for the Community College of Denver, Metropolitan State College of Denver, and University of Colorado at Denver the library strives to meet the information needs of students, faculty, staff, and public patrons. The fact that each college on campus has unique goals, missions, and student populations has presented an enormous challenge to the Auraria Library and its staff. In order to meet that challenge and the continued challenges of changing technology, we have developed a menu of instructional options from which our library users can choose.

This packet represents some possible solutions to providing effective instructional services to a large group of information seekers in an age when decreasing budgets and personnel shortages are making a difficult job almost impossible. Acknowledgments go to all the librarians and staff who have provided their talent and expertise in developing and continually refining this program.

AURARIA LIBRARY INSTRUCTION PROGRAM

FALL PILOT

GENERAL

This program is designed to provide convenient, effective instruction in basic library skills to our large and varied population of library users. Emphasis is on individual need, with a menu of related options from which to choose. Components may be assigned by instructors or chosen as options by students.

AUDIO TOURS

A good place to start for students who are new to the library or perplexed by its organization, the 30-minute walking tour introduces major services and collections and lets students know where help is available. Tape players may be checked out at the Media Distribution Desk with a piece of ID (picture ID is preferred). (NOTE: Since the Media Desk is not staffed to handle large groups; we recommend that students take the tour individually.)

For instructors who wish to reinforce Audio Tour concepts with a worksheet or quiz, copies of the tour script are available by calling the Library Instruction Office at 3303.

AURARIA LIBRARY HANDBOOK

The handbook is a comprehensive, easy to read guide to doing research at Auraria Library. It has chapters on library organization, identification and location of various types of information, and selection of library materials for a topic. Research tips, suggested sources (complete with call numbers), and handy checklists are provided throughout. In addition to the practical information it imparts, the handbook should instill in students an appreciation for the wealth of information an academic library can provide. This fall the handbook will be available free of charge to faculty and students. Ask at the Reference Desk for details.

CARL SYSTEM DEMONSTRATIONS

These 30-minute demos will provide basic, introductory information on the CARL system, which includes Auraria's catalog. Handouts will supplement the demonstration. Attendees will learn the following: what the system is, what kind of information is available on it, and how to go about retrieving the information they need. Demos will be held in the library instruction classroom, AU 115. Schedules and instructions for signing up will be posted conveniently throughout the library by the first week of classes. Anyone may attend.

CARL SYSTEM WORKSHEETS AND QUIZZES

For instructors who wish to test their students' knowledge of the CARL system, the library has developed a simple worksheet, quiz, and answer sheet. The quiz tests students' knowledge of database content and search options. If there is a demand, we will develop more of these quizzes in the future. For information on how to obtain copies, please call the library instruction office at 3303.

PRINTED GUIDES

Library Use Guides (LUGs) and Research Strategy Guides (RSGs) are available just inside the front entrance to the library, across from the Reserve Desk. More than 80 LUGs are available to assist users with both general and specialized research. Most of these guides address specific disciplines, providing both search tips and extensive bibliographical references. The RSGs provide a basic search strategy in a particular discipline and present names and locations of useful reference books and indexes. The RSGs are currently available for 36 subject areas, ranging from aviation to women's studies. Students and faculty may help themselves to these guides at any time.

REFERENCE SERVICE

Although the instruction program encourages independence on the part of students, the library recognizes the need for individualized assistance and provides it through reference service. Starting with Fall Term 1991, this service will be extended to include circulating reference personnel to assist library users at the Carl System terminals. Reference service is available almost every hour the library is open.

FACULTY TRAINING

Faculty who wish to brush up on their own library skills are welcome to call the Instruction Office at 556-3303 to set up an appointment for one-on-one instruction.

Liz Willis
Head, Instruction Services
556-2719

AURARIA LIBRARY HANDBOOK

AURARIA LIBRARY HANDBOOK

University of Colorado at Denver • Metropolitan State College of Denver • Community College of Denver

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Auraria Library Handbook

Auraria Library
Denver, Colorado
1991

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AURARIA LIBRARY

University of Colorado at Denver • Metropolitan State College • Community College of Denver

Welcome to Auraria Library!

Auraria Library is the central information resource for students and faculty of the Community College of Denver, Metropolitan State College of Denver, and the University of Colorado at Denver. The 33,000 students on this campus used the services of Auraria Library over 1,000,000 times last year.

Because the Library considers its educational role to be an important part of its mission, we are publishing the *Auraria Library Handbook* as an introduction to the use of its collections and services. This handbook is one element in an extensive program of library instruction offered by Auraria Library personnel. Each of you is investing a significant amount of time and financial resources to enhance your education on the Auraria Campus. The Library would like to play a vital role in your educational experience.

Technological changes occur almost daily in today's academic library. While this makes for an exciting environment, it can also be a bewildering place to do research. Auraria Library is committed to helping you when you need it most by providing printed guides and handouts throughout the Library. This handbook is a compilation of ideas from library faculty to guide you through the research process in the Auraria Library. We hope that the information provided will help with your current research needs and that the process of library research you learn here will be useful in your future career.

Camila A. Alire, Ed.D.
Dean

Lawrence at 11th Street, Denver, Colorado 80204, 303-556-2805

The Friends of Auraria Library

The Friends of Auraria Library is an association formed in 1976 to promote the development of Auraria Library as a center for learning, study, and research for the students and faculty of the University of Colorado at Denver, Metropolitan State College of Denver, and the Community College of Denver.

The Friends of Auraria Library's ongoing objectives are:

- To promote awareness of and good will toward the Auraria Library on the campus, in the metropolitan area, and in the region.

- To increase Library resources through contributions and solicitations or grants, bequests, and gifts of books and other appropriate materials.

The range of activities and programs provided by the Friends is designed to foster an appreciation of the Library as a center of intellectual life on the Auraria campus.

The Friends cordially invite you to join other Friends, book lovers, alumni, faculty, researchers, professionals, and businesses to enhance and preserve Auraria Library's important resources and services.

Each contribution to the Friends, regardless of its size, strengthens Auraria Library's collections and services. You can become a partner in growth with Auraria Library through an annual membership in The Friends of Auraria Library.

You can become a member of The Friends of Auraria Library at the following annual dues levels:

Students	$10.00
Regular	$35.00
Dean's Club	$100 or more

If you wish to join The Friends of Auraria Library or would like further information, please call 556-2805 or write The Friends of Auraria Library, Lawrence at 11th, Denver, Colorado 80204.

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Acknowledgements

The Library Instruction Steering Committee thanks the students and faculty of the 1991 Summer Semester for their suggestions on the first draft of the *Auraria Library Handbook*. Hannah Kelminson of the CU-Denver Writing Center and Ann Johnson of the English Department of Community College of Denver carefully reviewed the manuscript. Graphic Designer Tom Salas prepared and patiently revised the graphics. Jeanie Cavanagh spent many hours processing and formatting the words and sentences to create a pleasing and informative document. Without the enthusiastic work of Ellen Metter, the *Auraria Library Handbook* would not exist. She produced the outline, wrote and rewrote the text, tested the ideas, and graciously allowed the committee to rearrange her thoughts.

Marilyn Grotzky
Lori Oling
Jay Schafer
Mara Sprain
Liz Willis, Chair
Rutherford Witthus

Introduction

Why You're Here and What to Expect

You're probably in the library because of a class assignment. You need information. At the Auraria Library, we strive to serve each student at the University of Colorado at Denver, Metropolitan State College of Denver and the Community College of Denver, and to reduce "library anxiety." Here are comments we hear all the time:

"I haven't been to a library in years."
"I can't find anything on my topic."
"I hate computers! WHERE IS THE CARD CATALOG?"

REMAIN CALM
There are plenty of people in this library and on the Auraria campus to help guide you. The librarians. Your professors. The library staff. Your peers.

RESEARCH IS DIFFICULT
Research is also stimulating and exciting. This is a practical guide, designed to familiarize you with the Auraria Library. What you learn will save you time, help you avoid stumbling blocks, and lead to the enjoyment found in producing quality work.

START YOUR ASSIGNMENTS EARLY
It takes time to gather and analyze information. Just a few reasons why it makes sense to start early:

33,000 Students Use the Auraria Campus.
Some of those students want the same books and articles you do. As a result, you may need to wait for information that you order or place on hold, or you may decide to visit other area libraries.

One Idea Leads to Another.
You may think you're done collecting information. And then a book you're reading recommends a terrific article that is JUST what you're looking for... In other words, give yourself time to follow up on ideas that may come up weeks into the research process.

Reduce Stress.
It's impossible to do all your research the night before your work is due. It's definitely stressful.

What to Expect from this Handbook

This handbook was prepared with a simple goal in mind--to help make using the Auraria library easier. To meet that goal, we have divided the handbook into four main sections: Organization of the Library, Finding Information, Selecting Materials for Your Topic, and Frequently Asked Questions.

Chapter II, Organization of the Library, is intended to orient you to the library and its services. It provides the basic information you need: where to go with questions, how things are organized, and what kinds of materials are available and where they are located.

Chapter III, Finding Information, forms the core of the handbook. It gives steps for finding books, articles, government publications, and other materials you may need for your research. Included in this chapter is an overview of the CARL computer system (which includes the Auraria Library Catalog,) with tips for searching the system quickly and effectively.

Chapter IV, Selecting Library Materials for Your Topic, deals with the overall process of doing research, from exploring ideas for a topic to fleshing out your work with up-to-date statistics. This chapter includes a **Library Research Strategy**: a plan of action for starting and completing your research project on time.

Finally, **Chapter V** deals with **Frequently Asked Questions**--questions librarians hear almost every day and which therefore warrant a section of their own.

How to Use This Guide Effectively

Use the **Table of Contents** for finding broad subject areas and the index in the back for locating very specific information discussed in this handbook.

Use the **Glossary** to find definitions of unfamiliar terms.

Note that whenever a specific source is mentioned, the location code and call number of the source are provided in brackets [ ] so that you can find the item.

Refer to the **Map of the Library** on pages 6 and 7. It should help you find your way around the two identical courtyards and identify everything from the restrooms to the Periodicals Department.

Options for Learning More About the Library

This guide is a good beginning. But there are more ways to learn about the library.

Audio Tour

A recorded tour of the library is available at the **Media Distribution Department.** You're urged to take the audio tour! This guide describes the library, but the tour walks you around and allows you to see various areas as they're being described.

Library Use Guides & Research Strategy Guides

These guides, prepared by librarians and staff, will recommend sources and strategies for researching a wide variety of topics. You'll see them near the Information Desk when you walk into the library.

CARL Demos

To use the Auraria Library, you need to understand the CARL computer system. Demos, in a classroom situation, are offered during each semester. Pick up a CARL demo information flyer at various locations in the library.

Library
Use Guides

Organization of the Library

Where To Go When You Have a Question

The Information Desk
Stop at the Information Desk for quick, general information. The Information Desk fields questions like "Could I see the MSCD class schedule?" "Where are the pencil sharpeners?" and "Where is the North Classroom?"

The Reference Desk
You don't know where to begin? Do you think there should be more data than you're finding? Are you having trouble using a computer? Do you need to pin down a single fact or statistic?

Ask a Reference Librarian. The librarians at the Reference Desk are trained to help you locate information on any subject area. Ask early. Don't waste hours when you may just need assistance in getting started.

The Reference Desk can be busy. If you need more assistance than the librarian can offer on your first trip, go back later. Also, be aware that you can schedule a consultation session for research that requires more personalized assistance.

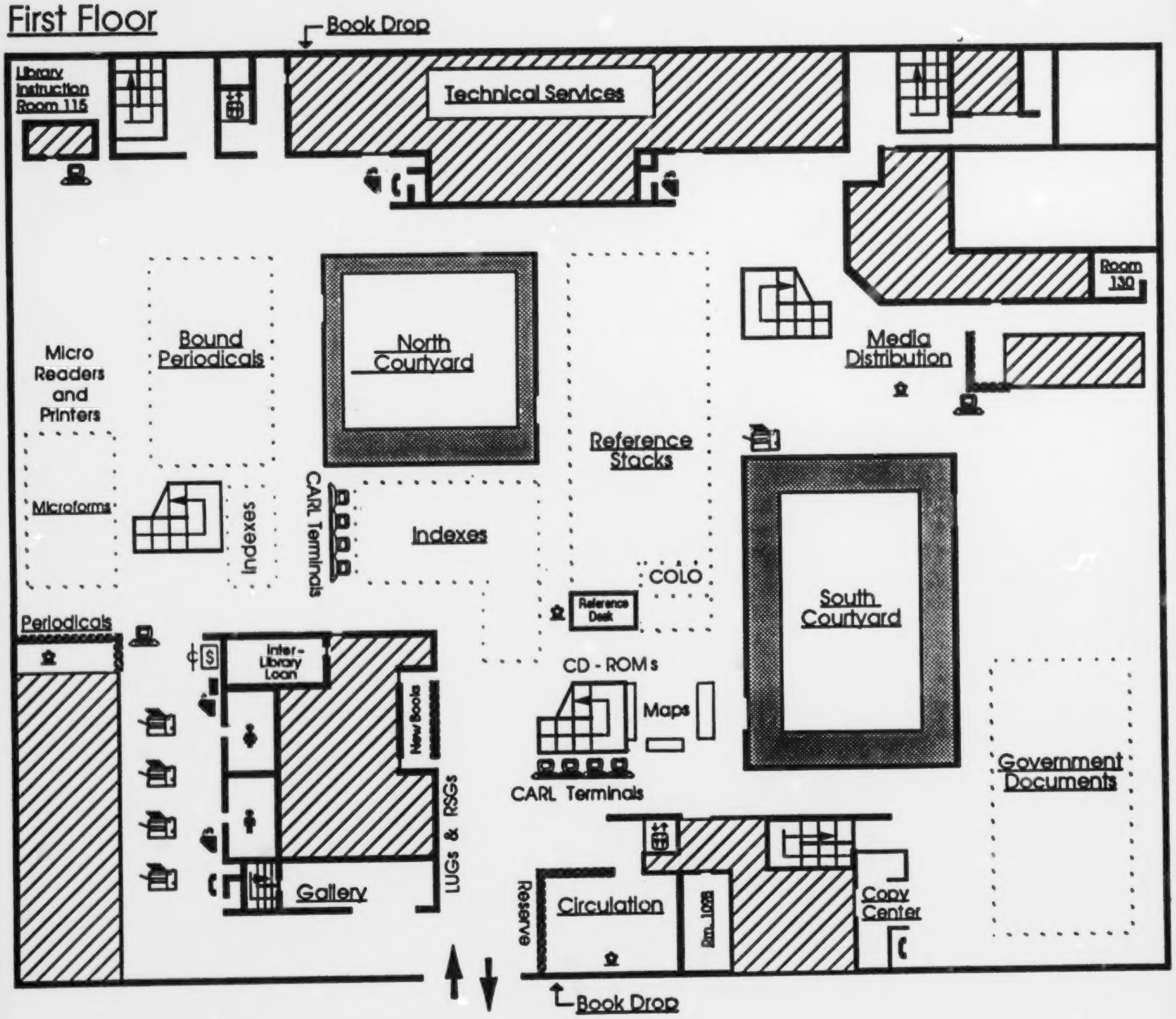
The Circulation Desk
You go to the Circulation Desk primarily to check books out of the library.

The Circulation staff will also

- tell you the due date of a book that's checked out
- collect payment for overdue fines and lost books
- place a "HOLD" on a book that is checked out to a another person (you'll be notified when the book is returned)
- tell you with which libraries you have borrowing privileges
- check the Lost & Found for lost possessions

Auraria Library Map

First Floor


Book Drop
Library Instruction Room 115
Technical Services
Room 130
Media Distribution
Micro Readers and Printers
Bound Periodicals
North Courtyard
Reference Stacks
Microforms
Indexes
CARL Terminals
Indexes
COLO
Reference Desk
South Courtyard
Periodicals
Inter-Library Loan
New Books
CD-ROMs
Maps
CARL Terminals
Government Documents
LUGs & RSGs
Gallery
Reserve
Circulation
Rm. 100B
Copy Center
Book Drop

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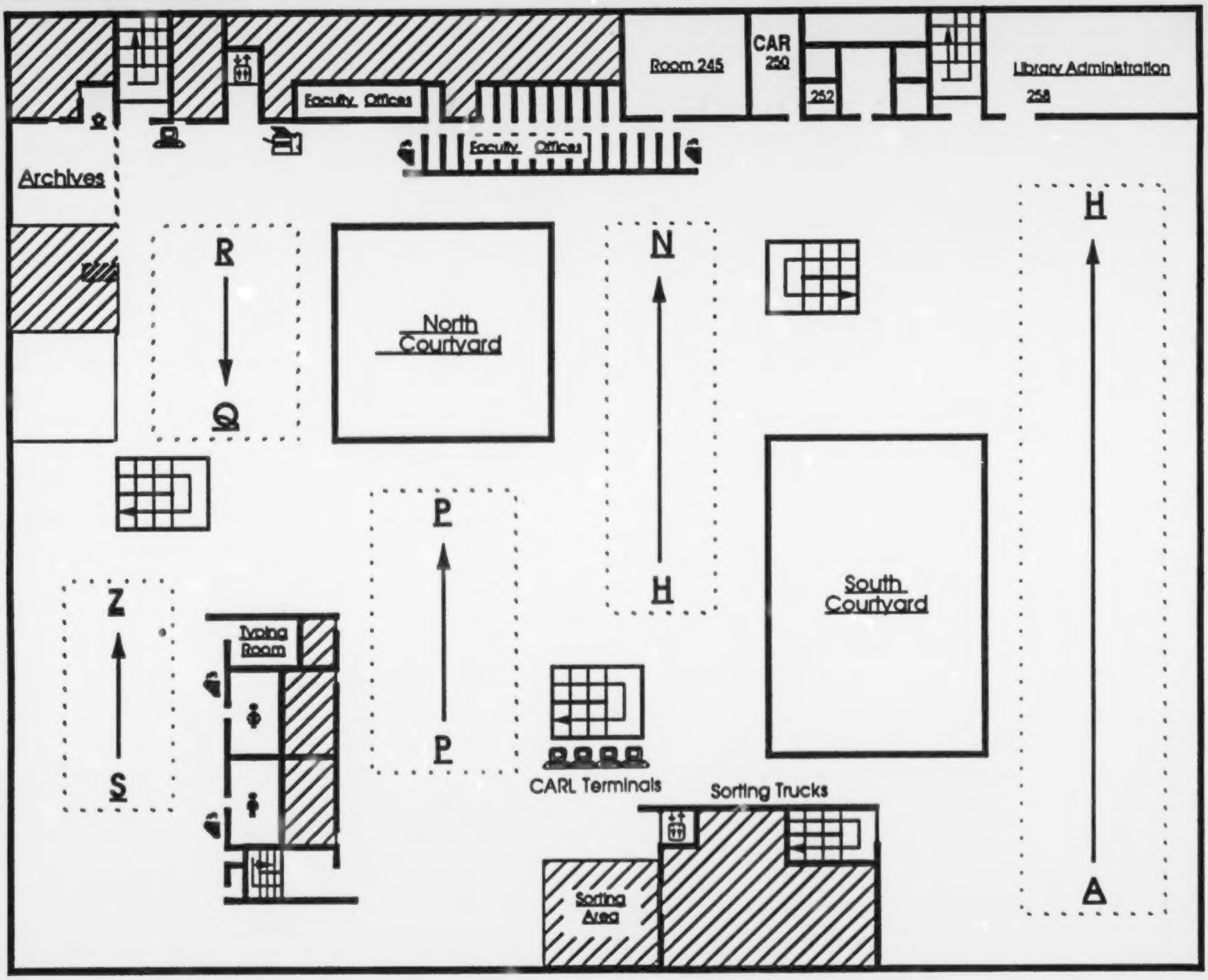
Second Floor


Faculty Offices
Room 245
CAR
250
252
Library Administration
258
Faculty Offices
Archives
R
Q
North Courtyard
N
H
H
A
P
P
Z
S
Typing Room
South Courtyard
CARL Terminals
Sorting Trucks
Sorting Area

Legend

🛎	Service Desks
🚹	Men
🚺	Women
🚰	Drinking Fountain
💻	CARL Terminal
☎	Telephone
🖨	Copier
▦	Stairs
⇅	Elevator
¢$	Change Machine
▨	Areas Closed to Public Access

Guide to CARL *abbreviations:*

AUR MAIN 2nd Floor: *Circulating Collection*

AUR MAIN REF: *Reference Collection*

AUR MAIN INDX: *Index Collection*

AUR MAIN DOC: *Government Documents*

AUR MAIN PERIOD: *Bound Periodicals*

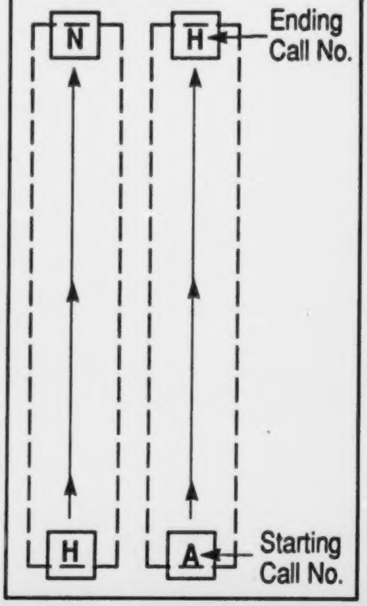
AUR MAIN COLO: *Colorado Reference*

Library Information Sheets

LUGs: *Library Use Guide*

RSGs: *Research Strategy Guide*

Book Stacks


N
H
Ending Call No.
H
A
Starting Call No.

Research Tip

Browsing

Library browsing is a favorite hobby of researchers. Though browsing is not recommended as the sole choice for information gathering, it is a valid technique. Some things are found by serendipity: by chance. Give yourself time to indulge.

Where Things Are

Different types of material are kept in separate locations of the library. To find an item in Auraria, you must know the LOCATION or DEPARTMENT the item is kept in. Use the map of the library on the previous two pages to help you locate each area. The following list describes the different collection areas of the library and provides, in brackets, the location code the Auraria Library Catalog uses to designate that area.

Circulation Stacks [2nd FL]

Circulating books, those that may be checked out of the library, are shelved on the book stacks on the 2nd floor.

Periodicals Department [PERIOD] or [MICRO]

Journals, newspapers, and magazines are housed in the Periodicals Department on the 1st floor. Special collections on microform are also in the Periodicals Department, including phone books (Phonefiche), college catalogs, and annual reports.

Reference Collection [REF]

Reference books, such as dictionaries, encyclopedias, atlases, maps, directories, and statistical sources are shelved in the Reference stacks on the 1st floor.

Media Distribution Department [MEDIA]

Media, in the southeast corner of the 1st floor, stores films, videos, CDs, filmstrips, kits, cassettes, games, LP records, and slides. Playback equipment is also in this department.

Government Publications Stacks [DOC]

Publications issued by the U.S. federal government are shelved in the Government Publications stacks on the 1st floor.

Colorado Reference Stacks [COLO]

Current reference publications concerning Colorado are shelved in a separate section near the main Reference stacks on the 1st floor.

The Architecture & Planning Library [A+P]

The "A & P" Library is a branch library containing materials on architecture, landscape architecture, interior design, urban design, and planning/community development. The A & P Library is located on the fourth floor of the University of Colorado Administration Building (formerly the Dravo Building), at 1250 14th Street. (The corner of 14th and Lawrence.) The letters CU are on the side of the building. It's a short walk to the Architecture & Planning Library. Students, faculty and staff on the Auraria campus may check out books from the A & P Library with a current, valid campus ID. The Auraria Library Catalog includes all material at the A & P Library. For more detailed information, please see the Library Use Guide titled *The Architecture and Planning Library*.

Reserve Items

Professors place material on reserve to be sure that a whole class has access to it. Books and articles placed on hold for class use are kept at the **Reserve Desk**, just to your right when you walk in the library. Most "Reserved" material can be checked out for two hours and used within the library. Some can be checked out for a few days (the length of check-out is determined by the professor). You'll need your current, validated campus ID to borrow Reserve material. [RES]

Books designated **Reference Reserve** are high-use reference books shelved behind the **Reference Desk**. These items are for in-house use only and may be used for two-hour periods. [REFRES]

Reserved media items, such as films and videos, are kept in the **Media Distribution Department**. They are for in-house use only.

Items are also placed on reserve at the Architecture and Planning Library. [APRES]

The Archives and Special Collections Department [ARCHIV]

The Archives, located on the 2nd floor, collects many documents produced by and relating to the schools at the Auraria Higher Education Center: CCD, MSCD and CU-Denver. Examples include college catalogs, budgets and reports, and student newspapers.

The Archives also houses special materials, including diaries, photographs, and political posters. These special materials support and supplement the general Auraria Library collection. Examples include collections on civil liberties in Colorado, public and urban affairs, and history and culture of the original Auraria settlement.

Many items in the archival collection are original manuscripts, first editions, or other items in need of special handling, care, or protection. Therefore, items are for in-house use only. Photocopies are made by staff members. Please check at the Reference Desk for Archive hours.

How Things are Arranged:
The LC Classification System

High school and public libraries often use the Dewey Decimal System to arrange their libraries. Most academic libraries, including Auraria, are arranged according to the **Library of Congress Classification System, or the LC System.**

In the LC system, letters and numbers are assigned to books according to their subject or type. Here are the broad categories each letter represents:

A = General works, like encyclopedias
B = Philosophy and Religion
C = Auxiliary Sciences of History
D = History (General)
E = General U.S. History
F = Local U.S. History and Latin American and Canadian History
G = Anthropology and Geography
H = Social Sciences (Women's Studies, Sociology, etc.)
J = Political Science
K = Law
L = Education
M = Music
N = Art
P = Literature & Language
Q = Natural Sciences
R = Medicine
S = Agriculture
T = Technology
U = Military Science
V = Naval Science
Z = Library Science and Bibliographies

Each call letter expands further. For example, using the Social Sciences, or 'H' category to illustrate:

HA = Statistics
HB = Economic Theory
HE = Transportation and Communication
HF = Commerce
HG = Finance
HJ = Public Finance
HM = Sociology
HN = Social History
HQ = Family, Women, etc.
HX = Communism, Anarchism

There's no need to memorize the LC System! Simply realizing that the Auraria Library has a logical subject arrangement should help you. For a complete breakdown of the LC system, ask for the *LC Classification Outline* at the Reference Desk; for a less detailed breakdown, pick up the Library Use Guide titled *Library of Congress Classification.*

How Items Are Arranged on the Shelves: LC Call Numbers

Books, and almost everything else in the library, are arranged in Call Number order. The Call Number is the address of the item; you usually need it to find an item in the Auraria Library. The Call Number is printed on the spine or cover of each book. Though referred to as a call number, it actually starts with a letter or letters. Example:

ND
1500 This is the CALL NUMBER
S49 for a book titled *The Artist's Eye.*
1990

Here's how the call number system works:

1. First the arrangement is alphabetic, thus

ND	comes before	NE	comes before	Q

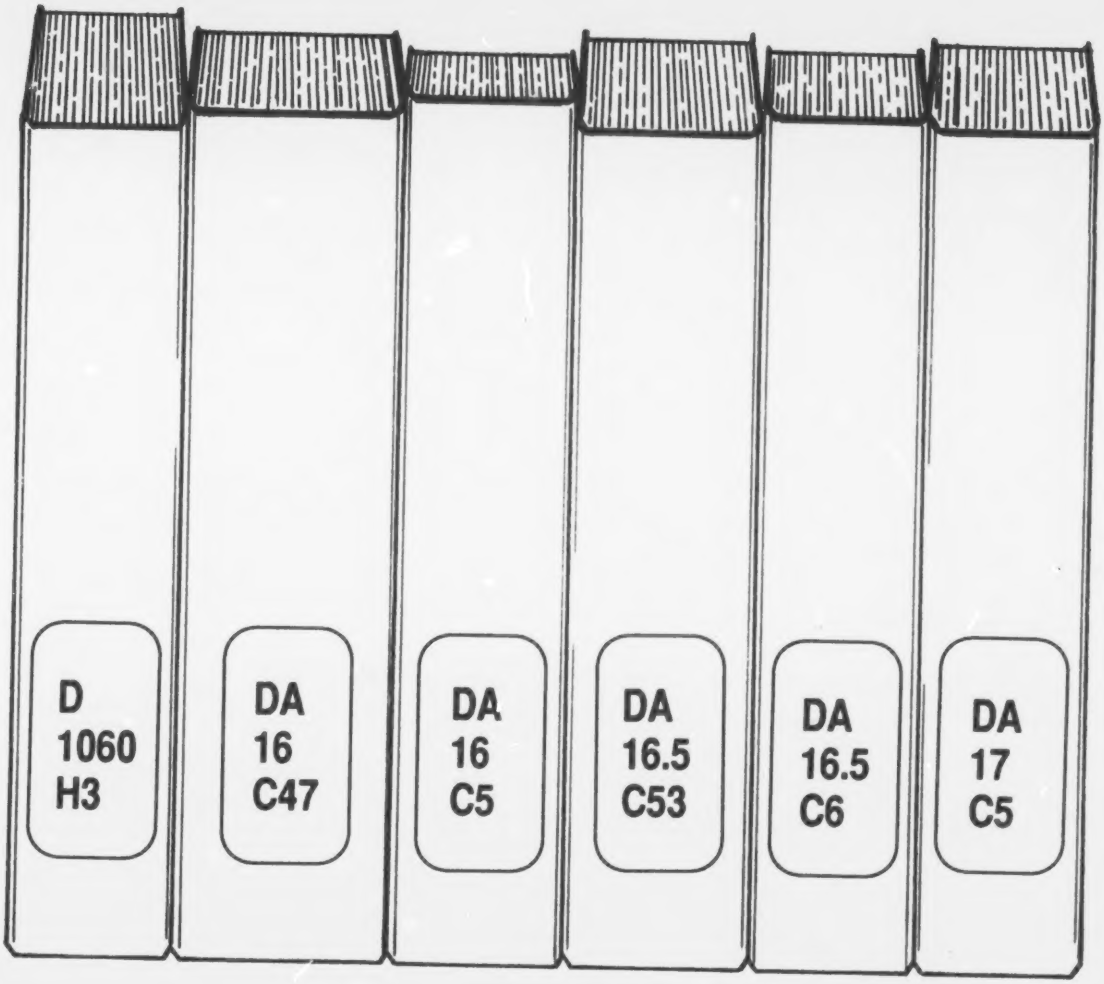
2. Then the arrangement is numeric, so

ND 95	comes before	ND 375	comes before	Q 46

3. The third line is alphabetic, then decimally numeric, so

ND 95 A45	comes before	ND 95 A6	comes before	ND 95 C39

This is an example of how books appear on the shelf:


D
1060
H3
DA
16
C47
DA
16
C5
DA
16.5
C53
DA
16.5
C6
DA
17
C5

Finding Information

An Overview of CARL:
The Library's Information System

In 1983, Auraria Library phased out its card catalog. CARL is the on-line and enhanced version of the card catalog...and much more. Developed by the Colorado Alliance of Research Libraries, CARL is composed of many different databases. The system is shared by many Colorado libraries and other libraries throughout the nation.

There are dozens of databases on the CARL system, but only three basic types:

1. Library Catalogs

Through CARL, you have access to the contents of dozens of libraries, including Denver Public Library, and those at CU-Health Sciences, CU-Boulder, and the University of Denver.

Of course, you'll most often use the **Auraria Library Catalog.** The Auraria Library Catalog is the key to everything we own: books, periodicals, government documents and media.

2. Current Article Indexes

These databases lead you to the contents of magazines, journals, and newspapers. *NOT EVERY ARTICLE LISTED IN THESE DATABASES WILL BE OWNED BY AURARIA LIBRARY.*

3. Information Databases

Some of the information databases you can access through CARL include

- ***The Academic American Encyclopedia***: a general encyclopedia
- ***Metro Denver Facts***: a variety of Denver statistics
- ***Choice Book Reviews***: reviews from *Choice Magazine*
- ***Environmental Education***: names and phone numbers of environmentally concerned organizations

Locating the CARL Terminals

The terminals are located throughout the library. They're arranged in rows under large signs that say **Catalog** and also located on the service counters at the Periodicals, Reference and Media Distribution Departments.

Don't confuse the CARL terminals with the CD-ROM computer stations.

THE INSTRUCTIONS ON THE SCREEN WILL ALWAYS IDENTIFY THE PURPOSE OF THE COMPUTER.

Accessing CARL Away from the Library

CARL can be accessed using a personal computer, modem and communications software. Here is the procedure:

1. Set your communications software and modem to these specifications:

   full duplex or echo off
   8 data bits
   1 stop bit
   No parity
   300, 1200, 2400 bps (baud)

2. Dial: (303) 863-1350

3. Respond to the prompt: Type C, then press **RETURN** or **ENTER** to begin.

4. Select the appropriate type for your terminal or emulation software. If your terminal type is not listed, select **HARDCOPY.**

5. The system will respond with the following message:

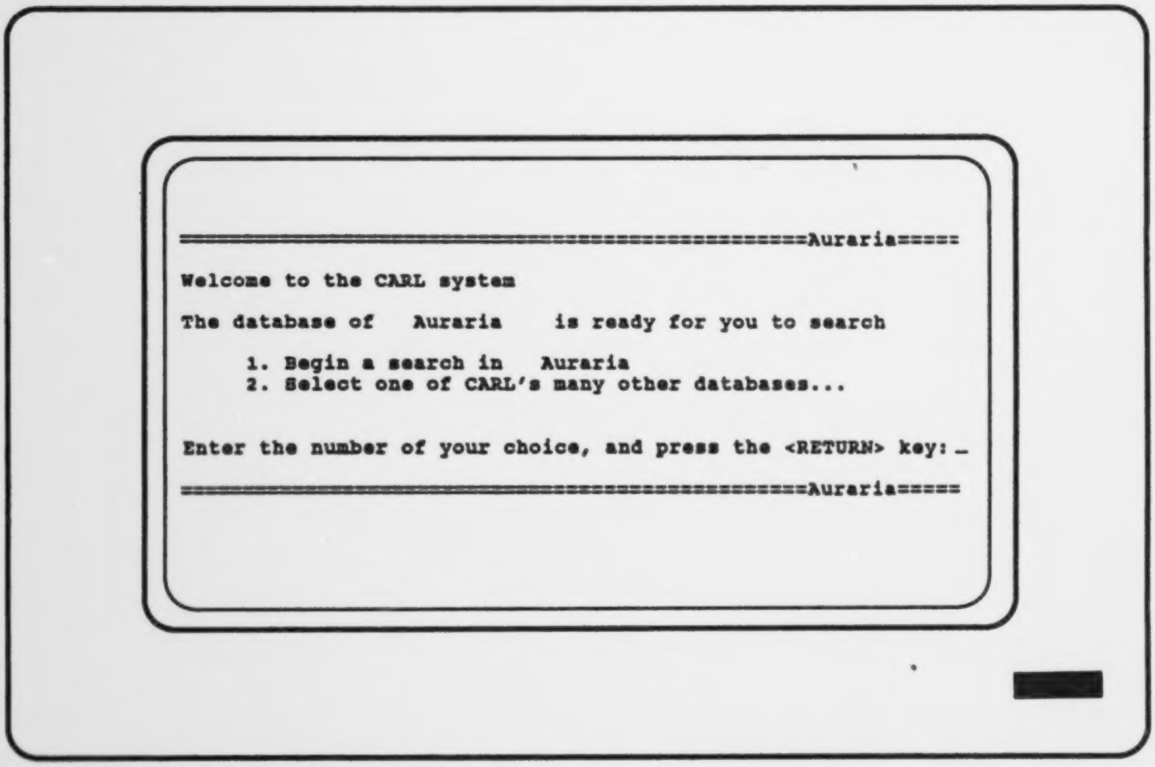
   All set. When you are ready to exit the system, simply type //EXIT, or hang up.

   Now press **RETURN** to enter the CARL computer system.

YOU WANT
THE
-IN-CHARGE
OR
WOMAN
WHO
WS WHAT'S
OING ON?

Getting Started on CARL

When you walk up to a CARL terminal, you will usually see this menu screen:



```
================================================Auraria=====

Welcome to the CARL system

The database of   Auraria    is ready for you to search

     1. Begin a search in   Auraria
     2. Select one of CARL's many other databases...

Enter the number of your choice, and press the <RETURN> key: _

================================================Auraria=====
```

Choose Number 1 to Search the Auraria Library Catalog, where you can find out which books, periodicals, government documents, and media we own. This choice will not get you to UnCover.

Choose Number 2 for Access to All Other Databases. This includes periodical indexes (The UnCover index is one option), Library Catalogs for other libraries, and information databases (including book reviews and an encyclopedia).

If There Is No Menu and you're not sure what database CARL is in, press Q (to Quit) then press Return. (Sometimes you must press 'Q' and Return again.) You should be at the opening menu for one of the databases. If it is not the database you want, press S (to Switch) to another database, then press Return.

Research Tip

Important Things to Remember When Using CARL

- Be Sure You're in the Right Database.
  You can't search for articles in the Auraria Library Catalog, and you can't search for books in UnCover. Be certain you're in the database that provides the information you need.

- Change Databases by Using the S Key.
  If you are "inside" a database, pressing Q to quit will bring you to the opening menu of the database. You would then choose S (and press RETURN) to Switch to another database.

- Take Advantage of "Help" Screens.
  Help screens are generated by typing in a question mark (?).

- The RETURN and ENTER Key Do the Same Thing.
  If CARL instructions say to press <RETURN> and there is only an ENTER key on your keyboard, press <ENTER>.

- Write Down the Full Call Number and the Location Code.
  You need both the CALL NUMBER and LOCATION to find items in the Auraria Library.

- If the Screen is Just Sitting There, Not Moving After You Typed in a Number or Letter, you probably need to press the RETURN key.

- Read the On-Screen Instructions.

How to Find Books

Types of Books

1. Reference Books

Reference books are the kind of books you refer to for things like definitions, statistics, overviews of a subject, concise biographical information, source suggestions, addresses, facts, laws, court cases, and chronologies of events.

The right reference book can save you hours of time by synthesizing related information in one place. Reference books can help to uncover "hidden information," which might be difficult to identify through the catalog or an index.

Ask a Reference Librarian for assistance in identifying appropriate reference sources. The *Guide to Reference Books*, by Eugene Sheehy, is a book which lists many standard reference sources. Ask for it at the Reference Desk.

Try to take the time to browse the sections of the Reference stacks which represent your area of interest.

2. Circulating Books

Circulating books, shelved on the 2nd floor, represent the bulk of our book collection. These books can be checked out of the library; they "circulate."

Though it's possible to conduct research using articles and reference books, general books are useful for

- providing in-depth information
- establishing historical or background context
- comparing different viewpoints and schools of thought

Be careful of ONLY browsing the circulating collection; there may be thousands of books in one call number area. Using the Auraria Catalog, find the call number(s) of one or two circulating books of particular interest and then browse around the smaller area(s).

Research Tip

Use Specialized Dictionaries and Encyclopedias

There are reference books for all subject areas. Start thinking *subject specific*. For example, if you need a definition for "binary encoding," don't just think of Webster's dictionary. Think of using a specialized dictionary, one for computers, like *The Dictionary of Computing*. [Ref. QA76.15.D526 1990]

There are several ways you could find a subject specific dictionary or encyclopedia:

1. Browse in the LC call number section of the Reference stacks that represents your subject. For example, you would browse the QA part of the reference collection to find mathematics dictionaries.
2. Consult a Research Strategy Guide. These list specialized dictionaries and encyclopedias for different subject areas.
3. Ask a librarian for a suggestion.

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INDIAN TRI

Using CARL to Find Books
in the Auraria Library

Go to a CARL terminal and follow the on-screen instructions. Use the Auraria Library Catalog to find books. (See also, the CARL OVERVIEW on page 13 of this handbook.)

Common Ways of Searching for Books Using the Auraria Library Catalog

- **Subject: Use the Letter W, to do a Word search**
  Word searching is most often used for subject searching. When you type in your word(s) the computer will look for those words wherever they appear in the record. Thus, typing in the word "dinosaurs" retrieves the record for the book called *Paleobiology of the Dinosaurs* as well as a book called *Dilly and the Horror Movie*, a children's book about a "mischievous dinosaur."

  You will probably do Word searching most frequently since you often know a topic, but don't know the titles of any books ON the topic. You should also do Word searching if you only remember some of the words in the title of a book.

- **Author: Use the Letter N, to do a Name search**
  Search by name when you know the author of a book. Remember that the "author" may actually be an organization. Also search by name when you want books ABOUT a person, institution, or group.

- **Title: Use the Letter B, to Browse, then T, for Title**
  This allows you to search by the title of a book. Searching by title generates an alphabetic listing of records beginning with the title you chose, or, if we don't own the item, with the title in the database which would alphabetically follow your choice.

- **Call Number: Use the Letter B, to Browse, then C, for Call Number**
  Searching by call number generates a list of books in call number order, beginning with the call number you typed in. This allows you to "browse" the books that are in the same area as the book that you're interested in without actually going to the shelf. **These books will all address the same general subject.**

Searching Shortcuts and Refinements

Save Steps and Keystrokes Using Quick Search

The Quick Search mode of searching allows you to enter commands at almost any point in your search by typing a double slash (//) in front of a command letter. With Quick Search there is no need to Quit from the search you're doing to return to a command menu.

Examples of Quick Searching:

//n kristine alster	Name search; Retrieves books by Kristine Alster.
//t holistic health movement	Title search; Retrieves the book called *The Holistic Health Movement*.
//w holistic medicine	Word or Subject Search; Retrieves materials on holistic medicine.
//c R733.A45	Call Number search; Generates a list in call number order beginning with the call number entered.

Limit Your Search by Publication Date: Choose a Year or Range of Years

You can limit your search by year when doing a word, title, or call number search in a Library Catalog. This option is available when you retrieve 500 or fewer items. There are four options for date limitations which should be entered in the following format, including the brackets:

[>1989]	Retrieves material published after 1989.
[<1989]	Retrieves material published before 1989.
[=1989]	Retrieves material published in 1989.
[1989-1991]	Retrieves material published between 1989 and 1991, inclusive.

For example, if you were searching for recent books on treatments for cancer, you might do this W (Word) search:

cancer treatments [>1990]

If you forget to limit your search by date when you begin, you have the option of limiting it later. At the point at which the catalog allows you to add a NEW WORD to narrow your search, put in one of the date limitation choices illustrated above. The only difference from the examples above is that you must put the letter **d** (for date) before the bracketed year(s):

NEW WORD(S): d [1970-1971]

Finding Words to Describe Your Topic

"Other Entries"

The record for each book in the CARL system includes a section called **Other Entries**. These are the words that describe the subject content of the book. Once you find one book you like, look at the full record. Get ideas for other words you might search with by looking at the OTHER ENTRIES section of the book record. (See the example of a full record, p. 25.)

The Library of Congress Subject Headings

What if you can't find even one book on your subject? How do you know if you're searching the Catalog with the "right" words?

Not all people think of the same words to describe something. You say "rock music" and I say "rock and roll." That's why many research tools use **controlled vocabulary**: listings of standardized terminology.

Here's how to find the words or phrases that will bring up the most records on a topic:

Use ***The Library of Congress Subject Headings,*** or LC Subject Headings. This is a three-volume set of books which lists the words used in card and on-line catalogs in libraries throughout the United States, including **the Auraria Library Catalog.**

Note: The words in the "Other Entries" area of each book record come from the *Library of Congress Subject Headings.*

Here is a part of a page from the Library of Congress Subject Headings.

Rock music *(May Subd Geog)*
[ML 3533.8ML3534 (History and criticism)]
UF Rock and roll music
BT Popular music
SA *subdivisions* Methods (Rock) *and* Studies and exercises (Rock) *under names of musical instruments*
NT Christian rock music
Drum--Studies and exercises (Rock)
Heavy metal (Music)
New wave music
Piano--Studies and exercises (Rock)
Punk rock music
Rock groups
Rockabilly music
--To 1961
--1961-1970
--1971-1980
--1981-
--Fans
BT Fans (Persons)
NT Groupies
--Religious aspects
- --Baptists, [Catholic Church, etc.]
- --Buddhism, [Christianity, etc.]
--Writing and publishing
BT Popular music--Writing and publishing
--United States
NT Folk-rock music

The Main LC Subject Heading

UF=Used For, here meaning "Rock music" is used for Rock and Roll.

SA=See also.

BT=Broader terms
NT=Narrower terms
These are additional subject headings you could search under.

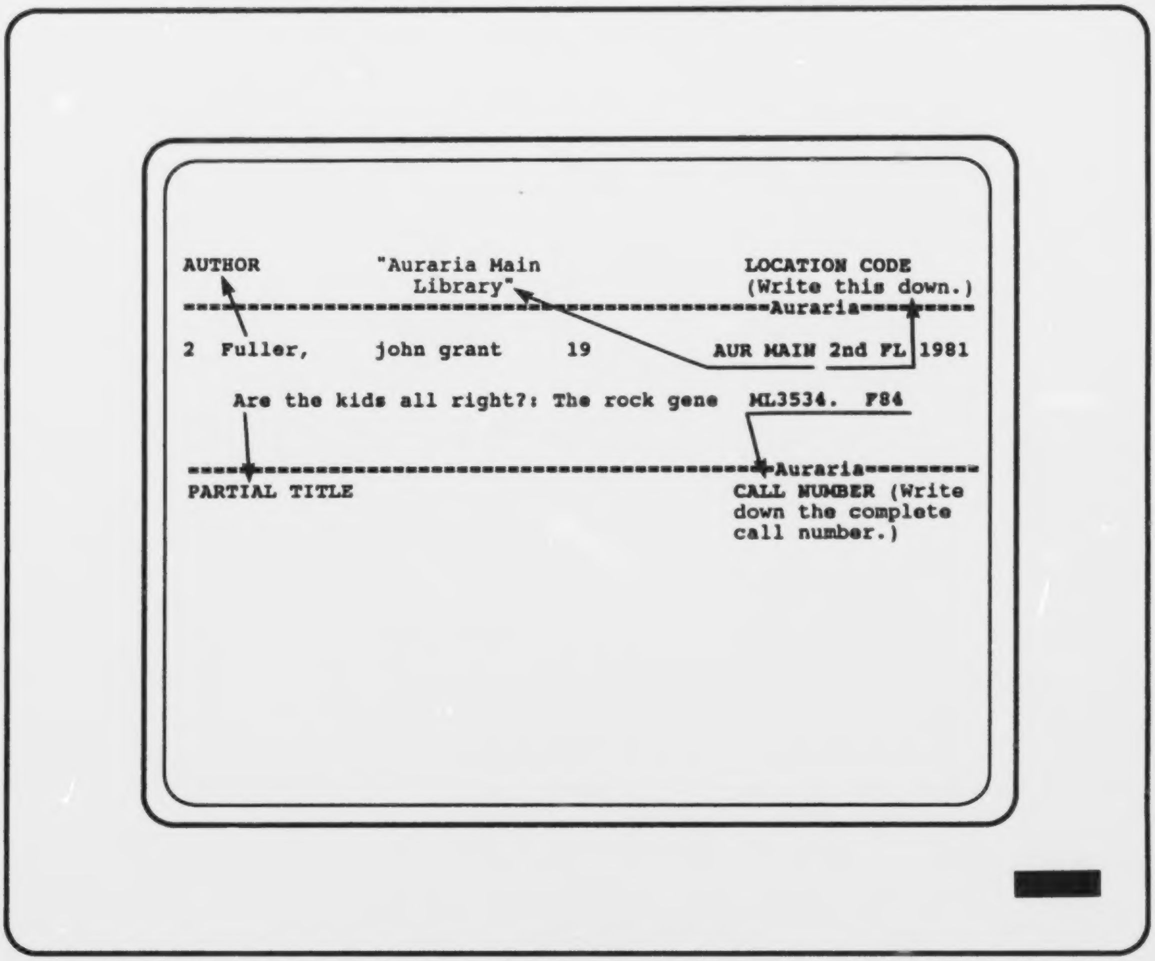
These are subheadings that could be used in conjunction with "Rock music."

You may want to consult the LC Headings books before beginning a word search in the Auraria Library Catalog. There is one set on a table adjacent to the CARL terminals near the front stairway and another set at the end of Index Row #10.

If you have difficulty deciding which words to use for subject (word) searching, or if you get no results with the words you choose, please go to the Reference Desk for assistance.

When you execute a search on the Auraria Library Catalog, the system reports the number of items found and allows the option of displaying the items or narrowing the search by adding a new Word or Name. Each item is represented by a short record which can be "opened" to reveal the long record. Here is a sample screen from the CARL system showing a short record for a book in the Auraria Library Catalog:

Elements of a Short CARL Record



```
AUTHOR          "Auraria Main                   LOCATION CODE
                   Library"                     (Write this down.)
-----------------------------------------------------Auraria----------
2  Fuller,      john grant      19          AUR MAIN 2nd FL 1981

   Are the kids all right?: The rock gene   ML3534.  F84

-----------------------------------------------------Auraria----------
PARTIAL TITLE                                CALL NUMBER (Write
                                             down the complete
                                             call number.)
```

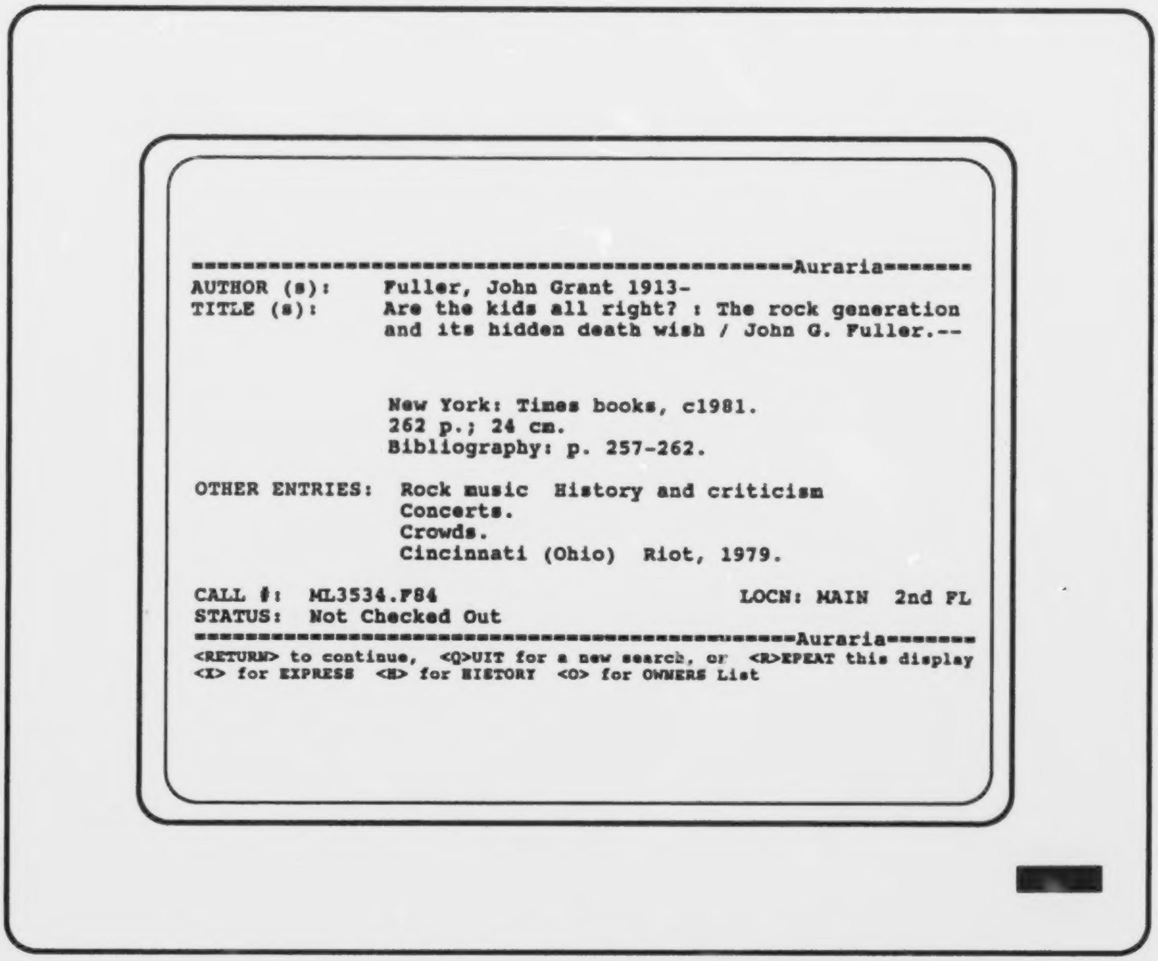
To OPEN a short record, type in the number to the left (in the above example, it would be 2) and press the RETURN key. When you open the record, you can see the full record.

The Full Record

Looking at the full record allows you to see

- the complete title
- publishing and bibliographic information
- words/phrases that describe the book ("Other Entries")
- whether the book is "Checked Out" or "Not Checked Out"

Example of a Full CARL Record



```
=========================================================Auraria=======
AUTHOR (s):     Fuller, John Grant 1913-
TITLE (s):      Are the kids all right? : The rock generation
                and its hidden death wish / John G. Fuller.--


                New York: Times books, c1981.
                262 p.; 24 cm.
                Bibliography: p. 257-262.

OTHER ENTRIES:  Rock music  History and criticism
                Concerts.
                Crowds.
                Cincinnati (Ohio)  Riot, 1979.

CALL #:  ML3534.F84                             LOCN: MAIN  2nd FL
STATUS:  Not Checked Out
=========================================================Auraria=======
<RETURN> to continue,  <Q>UIT for a new search, or  <R>EPEAT this display
<X> for EXPRESS  <H> for HISTORY  <O> for OWNERS List
```

Research Tip

Books You Need May Be In More Than One Place

Don't assume all books for your topic will be in only one LC section. For example, if you were writing about the status of women in Africa, you would find some books in the HQ section (since that classification includes "Women") and you'd find other helpful books in the DT section (the heading for Africa). Different disciplines are interrelated. Be creative in your thinking, asking yourself such questions as: What fields does my topic touch? Could a chapter of a general book (say on Africa) deal with my specific topic (women in Africa)? Try different word combinations when searching the Auraria Library Catalog.

Book Check-out Procedures

Auraria Students, Faculty, and Staff

Students, faculty and staff may check out up to 75 circulating books or government documents at the Circulation Desk with a current, valid campus ID. The check-out period is 28 days for undergraduate students, 60 for graduate students in a degree program, and 90 days for faculty and staff members. There is a charge of 25 cents per day, per book, for overdue books. Books can be renewed by calling 556-2639 (as long as someone else hasn't placed a "Hold" on them).

Non-Auraria Campus Borrowers

Any Colorado resident may use the self-service materials in the library. (Media items may be used in-house.) One of the following is needed to check out books:

1. A current, valid ID from one of the libraries with which we have a reciprocal agreement. Most Colorado institutions of higher education have reciprocal privileges.

2. A Special Borrower card. Any Colorado resident may purchase a special borrower card for $20.00 per year. The special borrower may check out 6 books at a time for 28 days, renewable for an additional 2 weeks.

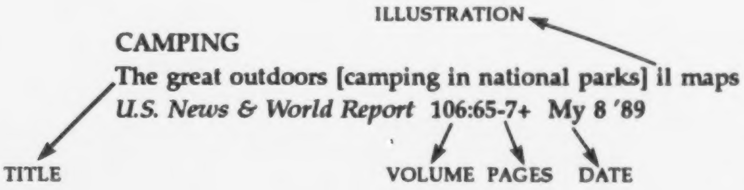
Check with Circulation Desk staff for information on reciprocal libraries or the Special Borrower Card.

Finding Articles Using Indexes and Abstracts

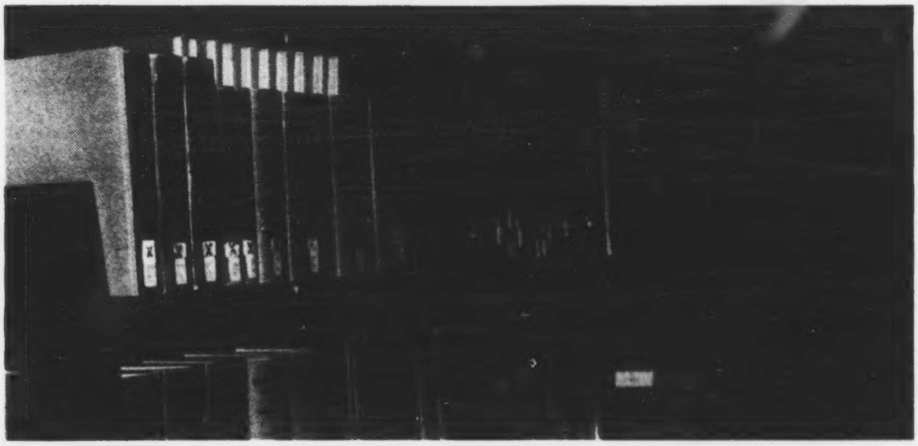
Articles are found in **Periodicals**. **Periodicals** are magazines, journals, and newspapers. There are several reasons for using periodical articles in your research:

- Current information appears quickly in periodicals; it takes longer to appear in books.
- Some specialized topics may appear only in articles.
- Newspapers and magazines are great recorders of public opinion. Use articles to see how an event was perceived at the time it occurred. There are plenty of books written on the Great Depression, but what was written in the newspapers of the 1930's? We know now that the Depression ended. What did people write when no one was sure it would ever end?

Indexes and Abstracts identify articles from hundreds of different periodicals. They list, alphabetically by subject, and often by author, **Citations** to periodical articles. A **Citation** supplies all the information you need to retrieve an article: the title of the article, author, name of the periodical, volume, issue, pages and date. The citation (also called an **entry**) will also indicate if the article has illustrations, maps, graphs or tables. Here is an example of a citation from an index called **The Readers' Guide to Periodical Literature**:



CAMPING
The great outdoors [camping in national parks] il maps
U.S. News & World Report 106:65-7+ My 8 '89



While both indexes and abstracts provide citations, **abstracts** additionally supply a summary (called an abstract) of each article. Some abstracts index and summarize books as well as periodicals.

Indexes and abstracts are available in a variety of formats:

In Print Format
These are shelved in call number order in the Indexes Area. Most are issued monthly and cumulated annually. **Figure 1** shows a page from the *Social Sciences Index*, an index in print format which leads you to articles in social science journals, including psychology and sociology.

On CD-ROM discs
These indexes are stored on CD-ROM discs and are accessible through personal computers clustered near the Reference Desk. **Figure 2** shows a printout from *ERIC*, a CD-ROM index to educational articles and documents.

Through the CARL system
There are several periodical index databases on the CARL system; they can be accessed through any of the CARL terminals. **Figure 3** shows a printout from *UnCover*, a database which provides access to a broad spectrum of magazines and journals beginning in 1988.

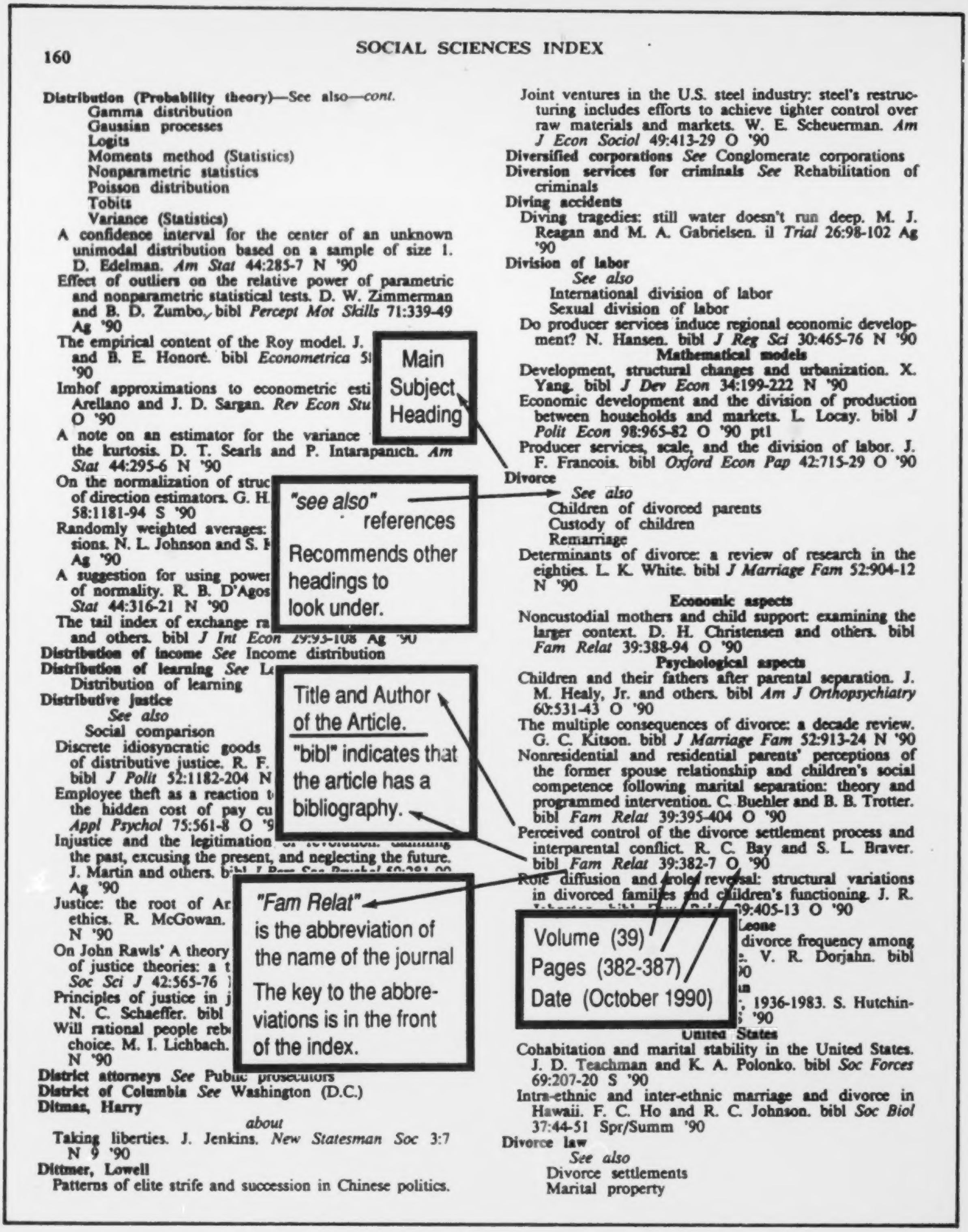
THOUGH PERIODICAL INDEXES MAY APPEAR IN DIFFERENT FORMATS, THEY ULTIMATELY GET YOU TO THE SAME TYPE OF INFORMATION: ARTICLES IN NEWSPAPERS, MAGAZINES, OR JOURNALS.

Research Tip

Check Several Volumes of Printed Indexes

Each printed index usually represents a year's or month's worth of information. You say you didn't find anything on your topic in the 1989 index? Maybe it wasn't a hot topic that year. Consider when your topic had media attention and check indexes for those years. For a topic like the "legalization of marijuana" you would find some articles in indexes from the 60's, an increase in the 70's, see fewer in the early 80's, and then see a resurgence of writing on the "legalization of narcotics" beginning in the late 80's.

Figure 1.
A page from the *Social Sciences Index*



160 SOCIAL SCIENCES INDEX

Distribution (Probability theory)—See also—*cont.*
Gamma distribution
Gaussian processes
Logits
Moments method (Statistics)
Nonparametric statistics
Poisson distribution
Tobits
Variance (Statistics)

A confidence interval for the center of an unknown unimodal distribution based on a sample of size 1. D. Edelman. *Am Stat* 44:285-7 N '90

Effect of outliers on the relative power of parametric and nonparametric statistical tests. D. W. Zimmerman and B. D. Zumbo. bibl *Percept Mot Skills* 71:339-49 Ag '90

The empirical content of the Roy model. J.
and B. E. Honoré. bibl *Econometrica* 5
'90

Imhof approximations to econometric esti
Arellano and J. D. Sargan. *Rev Econ Stu*
O '90

A note on an estimator for the variance
the kurtosis. D. T. Searls and P. Intarapanich. *Am Stat* 44:295-6 N '90

On the normalization of struc
of direction estimators. G. H.
58:1181-94 S '90

Randomly weighted averages:
sions. N. L. Johnson and S. I
Ag '90

A suggestion for using power
of normality. R. B. D'Agos
Stat 44:316-21 N '90

The tail index of exchange ra
and others. bibl *J Int Econ* 29:95-108 Ag '90

Distribution of income *See* Income distribution

Distribution of learning *See* L
Distribution of learning

Distributive justice
See also
Social comparison

Discrete idiosyncratic goods
of distributive justice. R. F.
bibl *J Polit* 52:1182-204 N

Employee theft as a reaction t
the hidden cost of pay cu
Appl Psychol 75:561-8 O '9

Injustice and the legitimation
the past, excusing the present, and neglecting the future. J. Martin and others. bibl
Ag '90

Justice: the root of Ar
ethics. R. McGowan.
N '90

On John Rawls' A theory
of justice theories: a t
Soc Sci J 42:565-76

Principles of justice in j
N. C. Schaeffer. bibl

Will rational people reb
choice. M. I. Lichbach.
N '90

District attorneys *See* Public prosecutors

District of Columbia *See* Washington (D.C.)

Ditmas, Harry
about

Taking liberties. J. Jenkins. *New Statesman Soc* 3:7 N 9 '90

Dittmer, Lowell

Patterns of elite strife and succession in Chinese politics.

Joint ventures in the U.S. steel industry: steel's restructuring includes efforts to achieve tighter control over raw materials and markets. W. E. Scheuerman. *Am J Econ Sociol* 49:413-29 O '90

Diversified corporations *See* Conglomerate corporations

Diversion services for criminals *See* Rehabilitation of criminals

Diving accidents

Diving tragedies: still water doesn't run deep. M. J. Reagan and M. A. Gabrielsen. il *Trial* 26:98-102 Ag '90

Division of labor
See also
International division of labor
Sexual division of labor

Do producer services induce regional economic development? N. Hansen. bibl *J Reg Sci* 30:465-76 N '90

Mathematical models

Development, structural changes and urbanization. X. Yang. bibl *J Dev Econ* 34:199-222 N '90

Economic development and the division of production between households and markets. L. Locay. bibl *J Polit Econ* 98:965-82 O '90 pt1

Producer services, scale, and the division of labor. J. F. Francois. bibl *Oxford Econ Pap* 42:715-29 O '90

Divorce
See also
Children of divorced parents
Custody of children
Remarriage

Determinants of divorce: a review of research in the eighties. L. K. White. bibl *J Marriage Fam* 52:904-12 N '90

Economic aspects

Noncustodial mothers and child support: examining the larger context. D. H. Christensen and others. bibl *Fam Relat* 39:388-94 O '90

Psychological aspects

Children and their fathers after parental separation. J. M. Healy, Jr. and others. bibl *Am J Orthopsychiatry* 60:531-43 O '90

The multiple consequences of divorce: a decade review. G. C. Kitson. bibl *J Marriage Fam* 52:913-24 N '90

Nonresidential and residential parents' perceptions of the former spouse relationship and children's social competence following marital separation: theory and programmed intervention. C. Buehler and B. B. Trotter. bibl *Fam Relat* 39:395-404 O '90

Perceived control of the divorce settlement process and interparental conflict. R. C. Bay and S. L. Braver. bibl *Fam Relat* 39:382-7 O '90

Role diffusion and role reversal: structural variations in divorced families and children's functioning. J. R.
39:405-13 O '90

Leone
divorce frequency among
. V. R. Dorjahn. bibl
0
n
, 1936-1983. S. Hutchin-
'90

United States

Cohabitation and marital stability in the United States. J. D. Teachman and K. A. Polonko. bibl *Soc Forces* 69:207-20 S '90

Intra-ethnic and inter-ethnic marriage and divorce in Hawaii. F. C. Ho and R. C. Johnson. bibl *Soc Biol* 37:44-51 Spr/Summ '90

Divorce law
See also
Divorce settlements
Marital property

Main Subject Heading

"see also" references
Recommends other headings to look under.

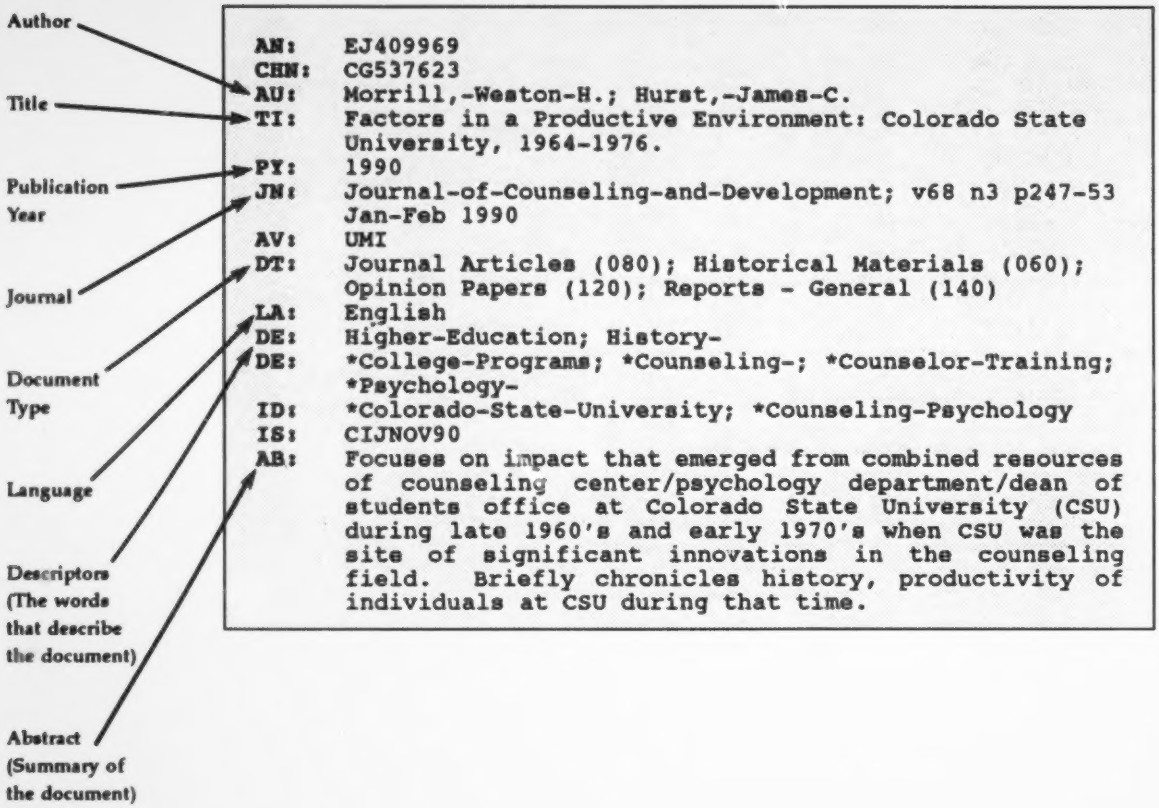
Title and Author of the Article.
"bibl" indicates that the article has a bibliography.

"Fam Relat" is the abbreviation of the name of the journal
The key to the abbreviations is in the front of the index.

Volume (39)
Pages (382-387)
Date (October 1990)

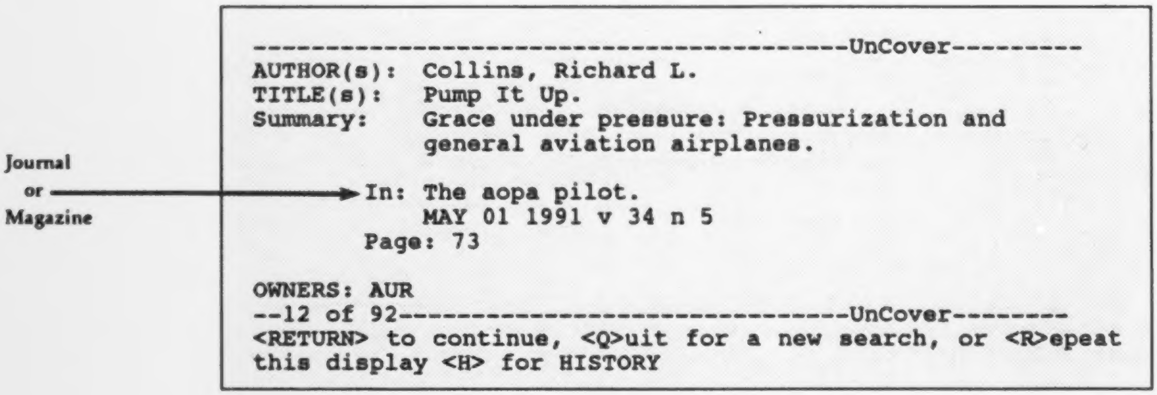
BEST COPY AVAILABLE

Figure 2.
ERIC - On CD-ROM


Author
Title
Publication Year
Journal
Document Type
Language
Descriptors (The words that describe the document)
Abstract (Summary of the document)

```
AN:    EJ409969
CHN:   CG537623
AU:    Morrill,-Weston-H.; Hurst,-James-C.
TI:    Factors in a Productive Environment: Colorado State
       University, 1964-1976.
PY:    1990
JN:    Journal-of-Counseling-and-Development; v68 n3 p247-53
       Jan-Feb 1990
AV:    UMI
DT:    Journal Articles (080); Historical Materials (060);
       Opinion Papers (120); Reports - General (140)
LA:    English
DE:    Higher-Education; History-
DE:    *College-Programs; *Counseling-; *Counselor-Training;
       *Psychology-
ID:    *Colorado-State-University; *Counseling-Psychology
IS:    CIJNOV90
AB:    Focuses on impact that emerged from combined resources
       of counseling center/psychology department/dean of
       students office at Colorado State University (CSU)
       during late 1960's and early 1970's when CSU was the
       site of significant innovations in the counseling
       field.  Briefly chronicles history, productivity of
       individuals at CSU during that time.
```

Figure 3.
UnCover - On CARL


Journal or Magazine

```
-----------------------------------------UnCover---------
AUTHOR(s):  Collins, Richard L.
TITLE(s):   Pump It Up.
Summary:    Grace under pressure: Pressurization and
            general aviation airplanes.

        In: The aopa pilot.
            MAY 01 1991 v 34 n 5
        Page: 73

OWNERS: AUR
--12 of 92-----------------------------UnCover--------
<RETURN> to continue, <Q>uit for a new search, or <R>epeat
this display <H> for HISTORY
```

Auraria, like all libraries, owns only a percentage of the magazines and journals listed in any index or abstract. (See p. 36, How Do You Know If Auraria Owns the Periodical?) **Abstracts**, in particular, often include references to international and highly specialized journals. You may find that many periodicals listed in Abstracts need to be ordered or borrowed from other libraries.

Instructions on the use of many Print Indexes and Abstracts are taped to nearby tables and shelves in the Indexes Area. They are also provided in the first few pages of each index.

Instructions for the CD-ROM and CARL indexes are on-screen and in some cases supplemented by print instructions.

Types of Indexes and Abstracts

All periodical indexes, regardless of format, do basically the same thing: help you find periodical literature. But there are different types of indexes:

Specialized Indexes and Abstracts

Specialized indexes and abstracts lead you to articles in subject-specific journals. Some of these indexes cover broad areas of study. For example, the ***Humanities Index*** leads you to articles in literature, music, art, and archaeology journals. Other specialized indexes are highly focussed, such as the ***Microcomputer Index***, which guides you to articles in computer magazines and journals.

General Indexes

The ***Readers' Guide to Periodical Literature*** is an example of a general index, one that leads you to articles appearing in popular magazines for all subject areas.

Newspaper Indexes

Some newspapers publish their own indexes. These are useful both for finding articles in particular papers and for pinpointing the date an event occurred.

(See p. 33, How Do You Choose an Appropriate Index or Abstract?)

UnCover

UnCover, on the CARL System, provides on-line access to articles in over 10,000 magazines and journals (but not newspapers) owned by participating CARL libraries. It goes back to 1988 and is updated every day, making it Auraria's most up-to-date source for finding articles.

UnCover is only one way to access articles at Auraria, but because of its high use, it earns a full page in this guide. *UnCover* is not appropriate for all topics, but it can be a good place to start.

Here is how to get to *UnCover* from a CARL terminal:

AT THE OPENING CARL MENU, CHOOSE #2:

```
2. One of CARL's many other databases
```

PRESS RETURN, THEN CHOOSE #2 AGAIN:

```
2. Current Article Indexes and Access
   (including UnCover.)
```

PRESS RETURN, THEN TYPE IN THE NUMBER FOR UNCOVER.

The OWNER feature on *UnCover* is quite helpful: it tells you which libraries own each periodical. If Auraria owns a periodical, you will see the code AUR.

UnCover Owner Codes:

AUR = Auraria Library
CSM = Colorado School of Mines
CU = University of Colorado at Boulder; CULAW = CU Law Library
DPL = Denver Public Library
DU = University of Denver; DULAW = DU Law Library
UNC = University of Northern Colorado
UW = University of Wyoming

For instructions on using *UnCover*, follow the on-screen directions at a CARL terminal or pick up the **Library Use Guide** for *UnCover*.

How Do You Choose An Appropriate Index or Abstract?

When choosing an index, know the answers to these questions:

1. Can I use magazines? Newspapers? Or only journals?
   Check with your instructor...there IS a difference between magazine and journal articles.

   MAGAZINES are what you see in the supermarket, publications like *Cosmopolitan* and *Rolling Stone*. Though many are informative, they're written for a general audience by professional writers. Most magazines will be indexed in general indexes.

   JOURNALS, sometimes referred to as SCHOLARLY MAGAZINES, are directed toward specialized disciplines and are written by experts in that field. Examples of two journals would be the ***Journal of Applied Social Psychology*** and ***Studies in Art Education.*** JOURNALS are more likely to include original research, reviews, and essays. TRADE JOURNALS, such as ***Advertising Age*** and ***Progressive Grocer***, are directed to particular professions. Journals and trade journals will generally be indexes in specialized indexes and abstracts.

2. What's my angle? For example, a topic like "AIDS" will show up in virtually all indexes. "The Effect of AIDS on Family Members" may require an index to psychological journals like ***The Social Sciences Index*** or ***PsycLIT***, while "The Fight for Increased Government Support for AIDS Research" might lead you to law or public affairs journals and require indexes like the ***Public Affairs Information Service*** or newspaper indexes. You'd need medical or health indexes for articles on "Treatments for AIDS," perhaps the ***General Science Index***.

Once you determine your angle and decide whether you need a magazine, journal or newspaper, you can identify and choose indexes the following ways:

Pick up a Research Strategy Guide (RSG) for your subject area
These guides will recommend indexes for specialized subject areas. They are located on a rack near the Information Desk. Take as many as you need. For instance, if your topic was "the high cost of malpractice insurance," you might take the RSG for Health Sciences/Medicine as well as the one for Business. (A list of the subject areas covered by RSGs is in Appendix C.)

Pick up a Library Use Guide (LUG)
Many of the Library Use Guides, which address more specialized topics, recommend specific indexes. The LUGs are shelved on the wall near the information desk. (A list of topic areas covered by LUGs is in Appendix C.)

Ask a Reference Librarian
A librarian can direct you to the most appropriate indexes.

Browse in the INDEXES AREA around the LC call number area that represents your topic
A quick wander through the index area can be quite enlightening. However, this is not a foolproof method since some indexes covering similar information are not shelved next to each other. For instance, The ***Humanities Index,*** which includes citations to articles from music journals, is in the AI section, while the ***Music Index*** is in the M section.

Do a W (word) search in the Auraria Library Catalog
Use the word "index" or "abstract" and a word describing your subject area (i.e., Engineering or Communications.) The subject word you select must be broad, i.e., you won't find a "computer-assisted-design" index but you will find a "computer" index.

See Appendix D for a Selected List of Indexes and Abstracts Owned by the Auraria Library.

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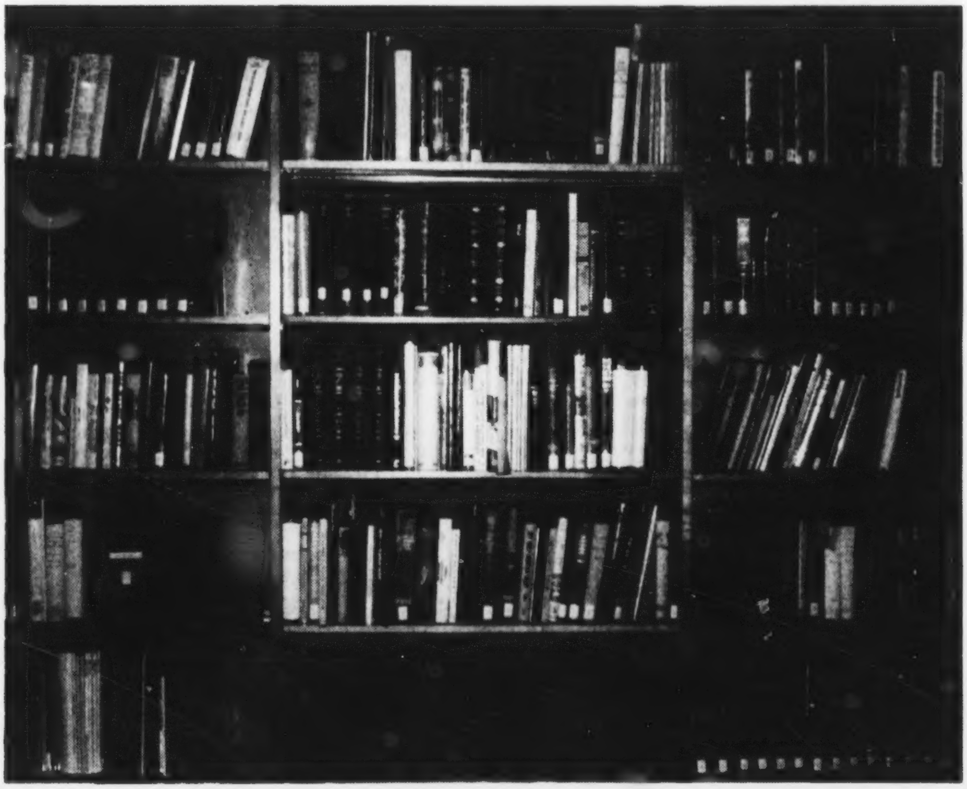
Research Tip

Use Indexes from Different Subject Areas

Often you'll want to check more than one kind of index in order to get opinions, facts and research from experts in different subject fields. For example, articles on high school counselors will appear in both psychology and education journals.



How Do You Know If Auraria Owns A Periodical?

Once you've identified an article from a specific periodical, use CARL to see if we own the periodical. Do a Quick Title Search in the Auraria Library Catalog.
Here are step by step instructions:

1. Make sure you're in the **Library Catalog** for **Auraria.**
2. Type **//T** (this is a Quick Title Search*).
3. Type the title of the periodical. (Example: "Time") Press the **RETURN** key.
4. The screen will display a numbered list of seven (7) items in alphabetic order. [See Figure 4.]
5. If the title you typed in appears on the list, Auraria **does** own the journal. It is important to do the following:
   - **Open** the record by typing the number to the left. Press the **RETURN** key. [See Figure 5.]
   - Look at the section at the bottom of the record titled **Summary Holdings** to see:

     Which volumes and years of the periodical Auraria owns. (Do we own the year you need?)

     What format (microfiche, microfilm, bound, or print) the periodical is in. *You need to know the format of the periodical before you can retrieve it or ask for it.*
6. If the title you typed in **does not** appear on the list, Auraria **does not** own the journal. Your options:
   - Quit the Auraria Catalog and search for the periodical in another library's catalog. To do this, type **Q** (for Quit) and press RETURN. Type **S** (for Switch) and press RETURN. Choose another library catalog.
   - Borrow the article through ILL.

*See page 21 to learn more about Quick Search.

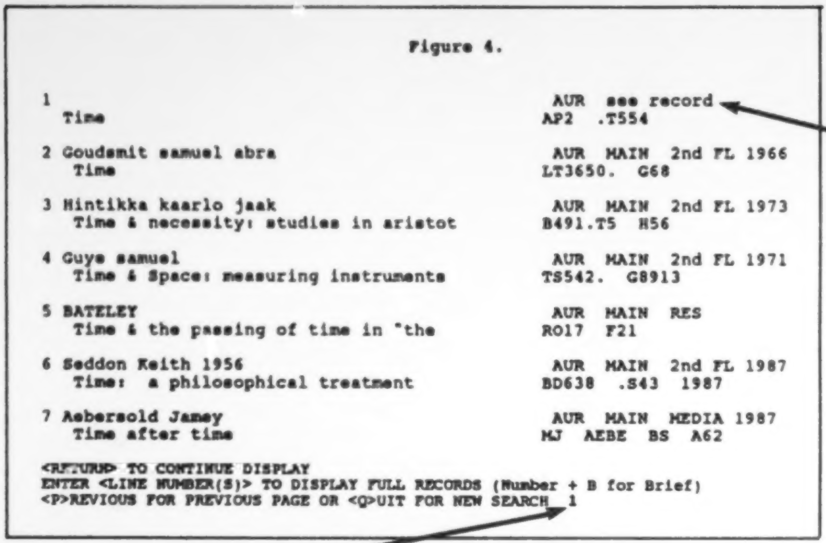


Figure 4.

```
1                                                AUR  see record
  Time                                          AP2  .T554

2 Goudsmit samuel abra                           AUR  MAIN  2nd FL 1966
   Time                                         LT3650.  G68

3 Hintikka kaarlo jaak                           AUR  MAIN  2nd FL 1973
   Time & necessity: studies in aristot         B491.T5  H56

4 Guye samuel                                    AUR  MAIN  2nd FL 1971
   Time & Space: measuring instruments          TS542.  G8913

5 BATELEY                                        AUR  MAIN  RES
   Time & the passing of time in "the           RO17  F21

6 Seddon Keith 1956                              AUR  MAIN  2nd FL 1987
   Time:  a philosophical treatment             BD638  .S43  1987

7 Aebersold Jamey                                AUR  MAIN  MEDIA 1987
   Time after time                              MJ  AEBE  BS  A62

<RETURN> TO CONTINUE DISPLAY
ENTER <LINE NUMBER(S)> TO DISPLAY FULL RECORDS (Number + B for Brief)
<P>REVIOUS FOR PREVIOUS PAGE OR <Q>UIT FOR NEW SEARCH  1
```

Record #1 is *Time* magazine. You know a record represents a periodical when it says either **"see record," "period,"** or **"micro."**

In this example, the number "1" is typed in. Press Return to **open** the record. Look under the **Summary Holding** part of the record (see Figure 5, below.) This section tells you what years of the periodical Auraria owns and what format it is in. You must know the format of a periodical to determine where it is located.

What this record says about *Time* magazine:

The most **current issues**, (usually three years) are at the Periodicals Desk.

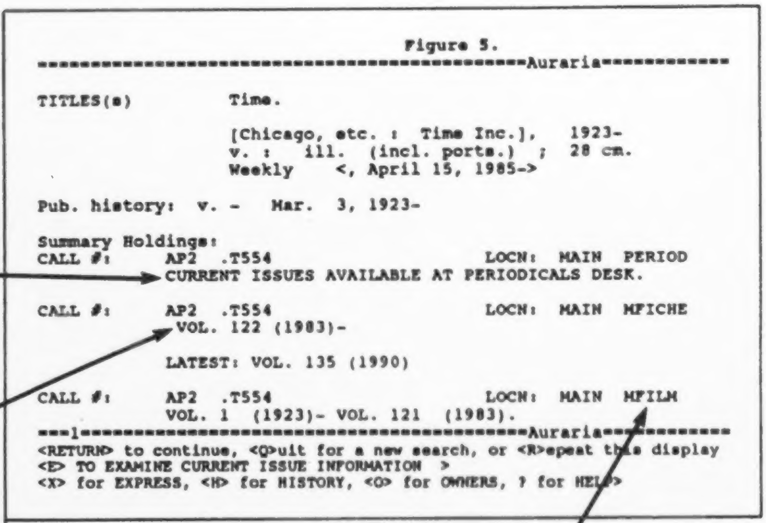


Figure 5.

```
=============================================Auraria============

TITLES(s)          Time.

                   [Chicago, etc. :  Time Inc.],   1923-
                   v. :   ill.  (incl. ports.)  ;  28 cm.
                   Weekly    <, April 15, 1985->

Pub. history:  v. -   Mar.  3, 1923-

Summary Holdings:
CALL #:       AP2  .T554                    LOCN:  MAIN  PERIOD
              CURRENT ISSUES AVAILABLE AT PERIODICALS DESK.

CALL #:       AP2  .T554                    LOCN:  MAIN  MFICHE
               VOL. 122 (1983)-

              LATEST: VOL. 135 (1990)

CALL #:       AP2  .T554                    LOCN:  MAIN  MFILM
              VOL. 1  (1923)- VOL. 121  (1983).
---1=========================================Auraria============
<RETURN> to continue, <Q>uit for a new search, or <R>epeat this display
<E> TO EXAMINE CURRENT ISSUE INFORMATION  >
<X> for EXPRESS, <H> for HISTORY, <O> for OWNERS, ? for HELP>
```

V.122, 1983 - V.135, 1990 are on **microfiche**. They are filed alphabetically in cabinets in the Periodicals Department.

V.1, 1923 - V.121, 1983 are on **microfilm**. They are filed in call number order in cabinets in the Periodicals Department. BE SURE TO WRITE DOWN THE CALL NUMBER.

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Where are the Periodicals Located?

The periodicals are in the Periodicals Department. They may be in one of four formats. Each format is kept in a different location:

1. **Print or Paper Format (Current)**

   This is the way you see newspapers and magazines when you buy them. Paper/Print copies are kept behind the Periodicals Desk. You fill out a request slip at the desk specifying the title and date of the periodical you need, and a library staff member will get it for you. (All other formats you get on your own.)

2. **Bound Format**

   Bound periodicals are a number of periodicals (often a year's worth) bound together by a book cover; they look like a hard cover book. These volumes are shelved in the BOUND PERIODICALS STACKS in the Periodicals Department in call number order. (Remember to write down the Call Number from CARL.)

3. **Microfiche**

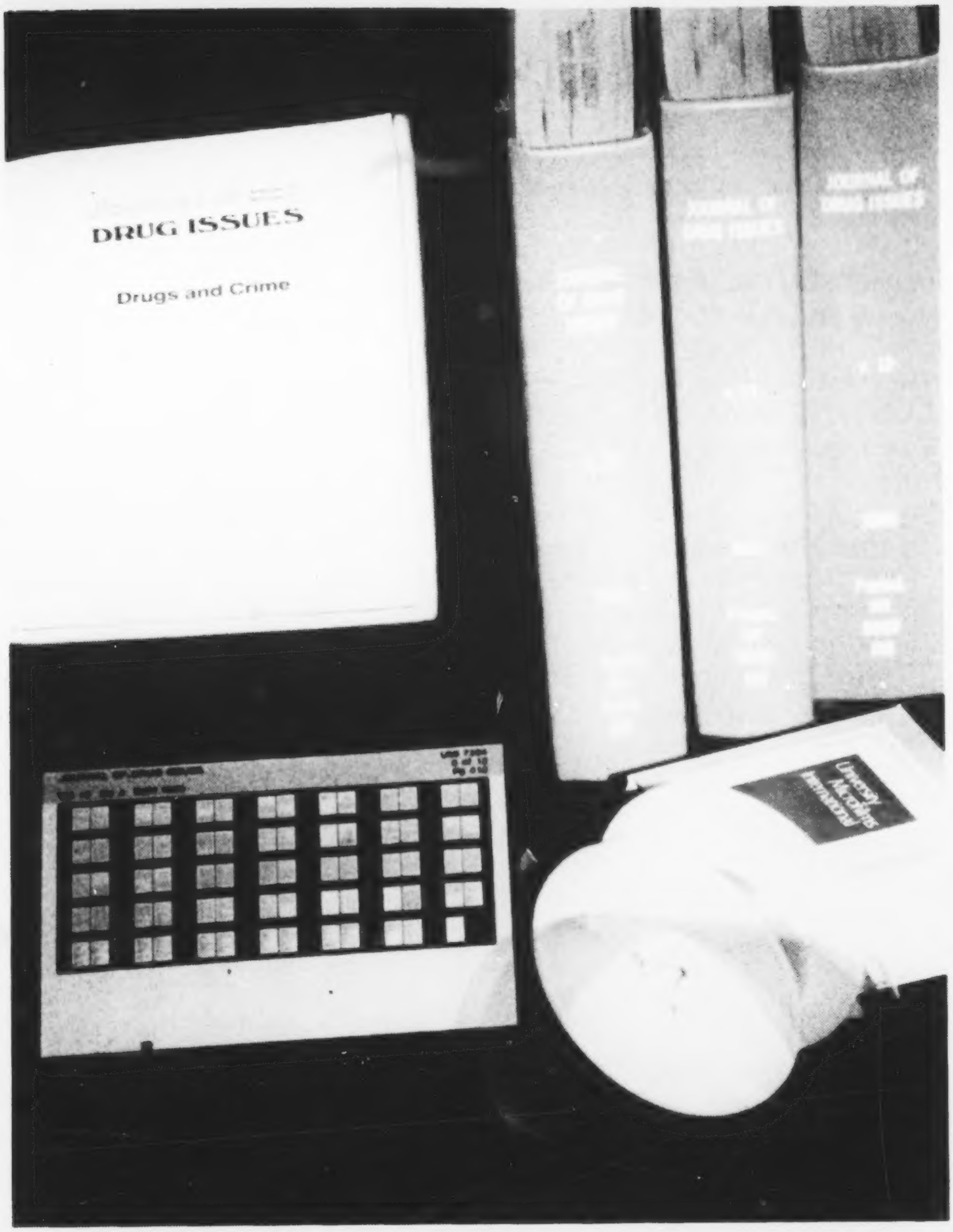
   Microfiche are flat, filmed copies of a periodical. They are kept in ALPHABETICAL order by the TITLE of the periodical in cabinets in the Periodicals Department. You get these yourself.

   There are MICROFICHE READERS, machines that allow you to just read the periodical, and MICROFICHE READER/PRINTERS, that allow you to both read and print your article.

4. **Microfilm**

   Microfilm is a filmed copy of a periodical stored on a reel. Reels are filed in CALL NUMBER order in cabinets in the Periodicals Department. Remember to write down the call number from CARL. You get these yourself.

   MICROFILM READERS and MICROFILM READER/PRINTERS are in the Periodicals Department.


DRUG ISSUES
Drugs and Crime
JOURNAL OF DRUG ISSUES
JOURNAL OF DRUG ISSUES
University Microfilms International

Top: Paper Format, Bound Format
Bottom: Microfiche, Microfilm

Copy Machines

Periodicals may not be checked out of the library, so you'll need to copy articles.

Copy Machines are located in the Periodicals Department area (10 cents per page.) Check the library map on pages 6 and 7 for other copy machine locations throughout the building.

Microfilm and Microfiche Copiers are located in the Periodicals Department. Copies are 15 cents per page.

The Copy Center is a service area within the library operated by the Auraria Higher Education Center. Staff at the Copy Center will copy Microfiche or Microfilm for you for 15 cents per page copy.

Note: All copy machines in the Auraria Library are the responsibility of the Reprographics Department of Auraria Higher Education Center (AHEC).

Research Tips

Finding the Words to Use in Indexes and Abstracts

Some indexes use the words listed in the Library of Congress Subject Headings. (See page 22.) Other indexes do not have a controlled vocabulary, so *you need to be creative!* Think of all the synonyms that could describe your topic; if you don't find a heading for "capital punishment," try the phrase "death penalty."

Also, note the various "see" and "see also" references in indexes. Most indexes and abstracts try to provide you with a variety of headings to look under. Most topics do not fit neatly under one subject heading: you many need to look under several.

Finding Articles Which Lead You to Other Sources

When using indexes and abstracts, keep an eye out for articles that have **Bibliographies.** **The Bibliography** appears at the end of an article and lists additional recommended sources. Specialized indexes and abstracts usually indicate when an article has a bibliography by using the abbreviation "bibl." Here's an example of what this would look like in this sample citation from the *Social Sciences Index*:

> Sex and situation influences on the use of power: a follow-up study. C.S. Koberg.
> **bibl** Sex Roles 13: 625-39 D '85

Finding Articles on an Elusive Topic: C.A.R.

Computer-Assisted Research (C.A.R.) provides access to hundreds of database equivalents of printed indexes and other reference sources. Nationally available computers hold this information. These databases usually represent a specialized subject area and contain article citations and abstracts. Examples of databases include: ***Chemical Abstracts*** and ***Enviroline*** (for the environment).
C.A.R. is recommended when:

- A topic is so recent that articles about it aren't yet in other Auraria indexes.
- You have a very specialized search topic that you're having trouble locating.
- You want to quickly compile a bibliography.

C.A.R. searches are performed by librarians and appointments are necessary. These searches are not free and costs vary widely. See the **Library Use Guide** titled ***Computer-Assisted Research.***

Review

Six Steps to Finding Periodical Articles

1. Search for articles on your topic using an appropriate index.

2. When you've identified an article you're interested in, write the complete citation down, making sure to record the full title of the periodical. (Many titles are abbreviated in indexes; look at the "Key to Abbreviations" usually found in the first or last few pages of indexes.)

3. Search for the periodical using the Auraria Library Catalog on the CARL system. The record you obtain will have either "see Record," "Micro," or "Period," (short for periodical) in the location section of the record.

4. Open the record and check the "Summary Holdings" section at the bottom of the record to see what volumes of the periodical the library owns, and in what format.

5. If the library owns the volume of the periodical you need, go to the Periodicals Department to obtain it.

6. Copy the article using either a copy machine or a microfiche/microfilm printer. Or save money by reading the article and taking notes on it while you're in the library.

Finding Media

The **Media Distribution Department** houses the following types of media items:

> Films, videos, audio cassettes, compact discs, music scores, filmstrips, charts, LP records, curriculum kits (usually consisting of text, a manual and software), slides, transparencies, and games.

Use the Auraria Library Catalog on CARL to search for media. Do a **W** (word) search, choosing a word to describe your topic and add one of the following words to specify format:

videorecording
motion picture
sound recording
computer file
game
transparency
filmstrip
kit
slide
chart
score
model

Note: The phrase "sound recording" is used for searching LP records, compact discs, or audio cassettes. Also, be sure to use the format words exactly as they appear above; i.e., use "chart" not "charts."

Search Example: To find a film dealing with poverty, do a **W** (word) search in the Auraria Library Catalog, typing the words:

poverty motion picture

To be thorough, do another search using the words:

poverty videorecording

Be sure to use narrow topics when searching for films and videos. For example, you would choose a word such as genetics rather than a broader term like **biology**.

The Auraria Library Catalog location code for the Media Department is MEDIA.

Media Check-Out Procedures

All media are kept near or behind the Media Distribution service desk; ask for what you need. Auraria students, faculty, and staff may check out circulating items with a current, valid campus ID. Check-out privileges vary:

What Items Can Be Borrowed?

By Students	By Faculty/Staff
Everything except videos and films.* These can be viewed in the library.	Everything

---

How Long Can They Be Borrowed?

Students	Faculty/Staff
Music Scores: Undergraduate Student: 28 days + renewals Graduate Students: 60 days + renewals	Music Scores: 90 days + renewals
Compact Discs and LP Records: 1 week + 1 week renewal	Films and Videos: 3 days, no renewal
Everything else (except films and videos): 2 weeks + 2 week renewal	Everything else, including Compact Discs and LP records: 2 weeks + 2 week renewal

---

*If a student needs a film or video for a class demonstration, the student's professor may arrange to borrow the film for the student (for class use) by calling the Media Department at 556-3543.

Borrowers who are not faculty, students, or staff of CU-Denver, Metropolitan State College of Denver, Community College of Denver, or the Auraria Higher Education Center may use media items in-house only and should present some form of current picture ID when requesting items.

Renting or Purchasing Films & Videos Not Available at Auraria

If Auraria Library doesn't own a film or video for a particular subject, there are ways of identifying films on your topic that you may wish to rent or purchase.

CU-Boulder Film/Video Library

The CU-Boulder Film/Video Library is located in the football stadium, gate 9, Room 342, on the CU-Boulder campus. It's a rental library which charges between $10 and $30 to rent a video for a three-day period. Anyone may go to the library and view a film for free. It is suggested that you call first at 492-8469.

The catalog for the library is on the CARL system. Just look under the LIBRARY CATALOGS choice on the main menu and choose the number for **Univ Colo Film/Video - Stadium.** Search the stadium Catalog just as you would search the Auraria Library Catalog.

Video and Film Catalogs

There are films and video directories in the Auraria Library Reference collection:

Film & Video Finder [Ref. LB 1044.29.F58]

Educational Film & Video Locator [Ref. LB 1044.E296]

Video Source Book [Ref. PN 1992.95.V53]

Each catalog is arranged so that you can find tapes by title or subject. These directories provide the names of distributors through whom you can purchase films or videos.

Listening and Viewing Equipment

The following items are available in the Media Distribution Department:

Compact disc players
Filmstrip projectors
Cassette players
Videocassette players (3/4" and 1/2")
Slide/tape players
Phonographs

This equipment may be used in the library in the media viewing carrels.

How to Find State and Federal Government Documents

Government documents are the materials published by any governmental agency at the federal, state, or local level. The term "document" is a catchall phrase used to describe different types of publications. A document could be a book, atlas, pamphlet, and so on.

Government publications are written on virtually all subjects, so they may be useful for almost any topic. Government publications may be particularly useful for supplying statistical information. [See **Finding Statistics**, p. 61.]

Most federal government publications may be checked out of the library for the same period of time as books.

What We Own

Federal documents
As a partial depository library, Auraria collects about 50% of the documents made available by the U.S. government.

Both CU-Boulder's Norlin Library and the main branch of the Denver Public Library are full document depositories, receiving 100% of publications available.

State and local documents
Auraria Library receives many Colorado documents.

Arrangement of Government Documents

Documents issued by the U.S. Government are assigned a **Superintendent of Documents (SuDoc)** number, not an LC call number. This system is based on the governmental agency which issued the document rather than the subject of the publication.

The SuDoc number looks similar to a call number, but usually has a colon (:) somewhere, and sometimes a slash (/).

Examples of SuDoc numbers:

HE20.8108:Se9/2 and C3.134:990

For further information on Government publications, consult the Library Use Guides titled: ***Colorado State Publications; U.S. Government Publications: An Introductory Guide; U.S. Government Publications: A Comprehensive Guide; Government Documents at Auraria Library, Congressional Publications at Auraria Library; Economic Census Publications;*** and ***Population Census Publications.***

Using CARL to Find Government Documents

The Auraria Library Catalog

Many, but not all, government documents are listed in the Auraria Library Catalog. Search for Colorado and U.S. documents the same way you'd search for a book. For example, if you do a W (word) search under "Solar Energy," you'll get references to all material Auraria has on the topic, including government documents. (See Location Codes on next page.) You could also do a N (name) search under the name of the agency that produced the document, or for documents about agencies.

For Colorado documents, try a W search with your topic word and the word "Colorado" (or the name of a Colorado town or area.)

Example: Colorado taxes

The Government Publications Catalog

The Government Publications Catalog, used for finding federal documents, is under the LIBRARY CATALOGS menu choice on the CARL system.

Since not all of Auraria's federal documents are listed in the Auraria Catalog, the general Government Publications Catalog can help identify other items we may own.

This catalog lists the federal document holdings of the Denver Public Library and Norlin Library at CU-Boulder. The Auraria Library will own many, but not all, of the items.

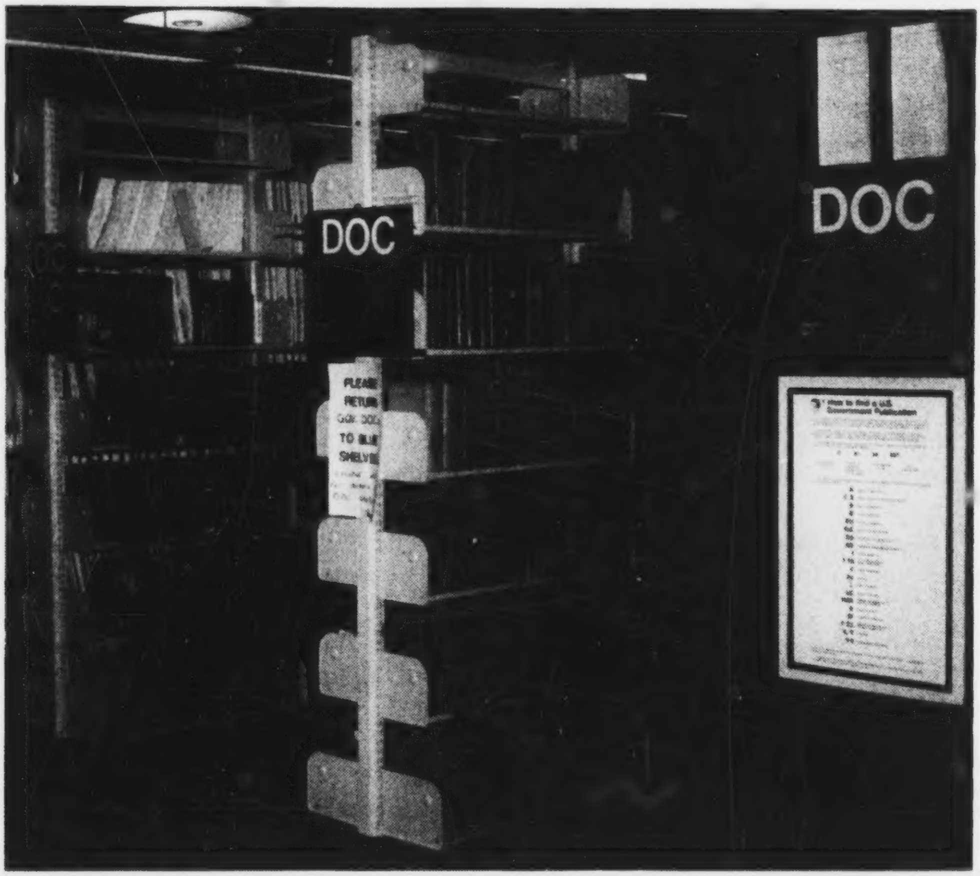
Search the Government Documents Catalog just as you search the Auraria Library Catalog. Once you identify items you're interested in, you must physically check to see if Auraria owns them. Write down the SuDoc number. If we own a document, it could be in the Government Documents Stacks or on microfiche in cabinets in the Periodicals Department labeled "Federal Government Documents." *If you do not find a document identified in the Government Documents Catalog, please go to the Reference Desk for assistance;* the librarian will check to see if the document is in the circulating or reference collection.

Location Codes for Government Documents

The Auraria Library Catalog uses these codes to identify government document locations:

COLO The Colorado Reference section on the first floor.
These shelves contain most of Auraria's Colorado state documents. These documents may be used in-house only.

DOC The Government Publications Stacks.
Unless labeled otherwise, most federal government publications may be checked out of the library.



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How to Find Maps and Atlases

Auraria owns both current and historical maps for all areas of the world...and beyond! Atlases often contain useful statistics illustrating items such as population distribution, mineral resources, and religious affiliations.

Search for maps in the Auraria Library Catalog by doing a W (word) search. Use the word of the location, such as "Middle East" or "Canada," and the word "maps" or "atlases." Note the location and call number for the item.

Many of our larger general atlases are in the "G" call number area in the Reference Stacks; others are on the 2nd Floor and therefore allowed to circulate.

The **MAPS** area is a collection of one-sheet and booklet maps stored in LC Call Number order in filing cabinets. The **MAPS** area also has some topographical map collections for Alaska, Arizona, Colorado, New Mexico, and Utah. Most maps may be checked out of the library.

The atlas tables containing oversized atlases are also in this area. The Auraria Library Catalog location code for the Maps area is MAP.

Research Tip

More Ways to Find Maps

Remember that maps can be found in books. For example a book describing Brazil will usually contain a map of Brazil. Encyclopedias also have maps in them.

Obtaining Materials Unavailable at Auraria

Materials may be unavailable at the Auraria Library because

- They're checked out.
- We don't own them.
- They're missing.

When something is unavailable, you have three options.

1. Placing a "Hold" on Books

If a book is checked out, the staff at the Circulation Desk can place a HOLD on it. This means that you'll be notified when the book is back so you can check it out.

This service is available for all students, faculty, and staff of the Auraria campus.

2. Using Other Libraries

The CARL system is a gateway to the catalogs of dozens of other libraries. You can search their library catalogs just as you'd search the Auraria Library Catalog.

To See Other Library Catalogs:

AT THE OPENING CARL MENU, CHOOSE #2:

```
2. One of CARL's many other databases.
```

PRESS RETURN, THEN CHOOSE #1:

```
1. Library Catalogs
```

PRESS RETURN, THEN SELECT A LIBRARY.

Students, faculty, and staff of CU-Denver, CCD, and MSCD have borrowing privileges at many local institutions, including **Denver Public Library**, and **CU-Boulder.** To check out items at reciprocal libraries, you need a current, validated Auraria campus ID and should be in good standing at Auraria Library (i.e., no fines or missing books).

Please note: The **University of Denver** requires a pass that states you are looking for a specific item(s). Get the pass at the Reference Desk.

Check with the Circulation Desk for information on reciprocal libraries, including any limitations or restrictions on borrowing. Hours and general information on other libraries can be found on the CARL system under Menu Choice #5 : Library & System News.

3. Interlibrary Loan: Ordering What You Need

The Interlibrary Loan (ILL) service will borrow library materials from libraries throughout the nation on your behalf.

Depending on the workload and the location of the lending libraries, you may expect to wait between one to three weeks or longer for ILL materials. Please order early.

The ILL service is often free for Auraria students, faculty, and staff. However, different libraries throughout the country charge flat fees or costs per copied article page. These charges are passed on to you. [When filling out your ILL request, you may indicate that you're not willing to pay. If we are then unable to locate a free lender, your request will not be filled.] Special Borrowers and non-Auraria affiliated users must pay an $8.00 fee per request (in advance).

NOTE: The ILL Department cannot order books already owned by Auraria, even if they are checked out. Please place a hold on the book at the Circulation Desk and they will notify you when the book is returned. (During the summer semester, the ILL Department WILL order checked out books due to the short session.)

How To Order a Book or Article Through ILL

The ILL order forms are kept in a wall bin next to Room 105, the ILL office. There is one application form for books and another one for articles. Leave your completed request in the REQUESTS DROP. You may also fax completed request applications to the ILL Department, fax number 303-534-3648.

You also have the option of requesting interlibrary loan service using the electronic mail (E-mail) for ILL. Here's how:

If you have a pre-established VAX account:

Log into your account. At the **$** type

```
LIB_LOAN.
```

This activates the Interlibrary Loan program. Read the screen, it will direct you through the program.

If you do not have a VAX account:

Call the VAX system from your home or office computer:

300-1200 baud	dial 629-0134
2400 baud	dial 629-0838

The system will prompt you for the system that you wish to use. You will respond with the name of the system that your account is on. The following example shows the system prompt and the selection that you will make.

```
CU-DENVER>>>PLEASE SELECT SYSTEM:  CUDNVR
```

At the log in command type the following:

```
USERNAME:  LIB_LOAN
```

For more information on ILL, pick up a brochure at the ILL office, or call 556-2562.

Research Tip

What to do When a Book Isn't on the Shelf

It's possible the book simply hasn't been re-shelved yet. Check both the SORTING TRUCKS and the SORTING AREA on the 2nd floor. (See the Library Map, pages 6 and 7.)

Selecting Library Materials for Your Topic

Finding a Topic Idea for a Paper or Speech

Try to pick a topic that interests you. You'll be working on it for awhile.

You may want to discuss your ideas with your instructor, who may be willing to offer suggestions or expand upon your choice based on his or her expertise and knowledge in the field.

Be sure your topic is specific enough to do useful research. Work with narrow topics.

Narrowing a Broad Heading

Examples of Narrower Topics Under The Broad Heading of WATER POLLUTION:

- The effects of ocean waste dumping on marine life. (This could be further narrowed to a particular ocean and a particular species of marine life.)
- The human health ramifications of the Persian Gulf oil spill during Operation Desert Storm.
- The quality of tap water in the United States.
- An evaluation of the bottled water industry.
- Methods of detecting and monitoring pollution levels in rivers.

Browsing Books for Topic Ideas

The following library sources may give you ideas for topics:

Editorials on File
[Ref. D839.E3]
This series contains reproductions of editorials appearing in newspapers nationwide. Since editorials often deal with controversial issues, browsing through may stimulate ideas.

Editorial Research Reports
[H35.E35 - 1959-1978 on the 2nd FL and 1988-Present in Reference Stacks]
This is a collection of weekly analytical reports on issues of national interest. Topics covered in the past include: "How America Eats," "Should Family Farms be Saved?" and "The Elderly in an Aging America."

Encyclopedia Britannica: Book of the Year
[Ref. AE5.E364]
Issued annually, this volume summarizes world trends and events.

Indexes and Abstracts: Pick a specialized index or abstract and browse under a heading that interests you. It could be as broad as "Psychology." Browse the article citations and see what's being written on that subject. Note the "see also" references.

Textbooks: Look at a textbook for the subject your class deals with. (It could be your textbook or one in the library collection.) Browse the table of contents and the index.

Getting an Overview of Your Topic

An overview can help you get a grasp of what may be a complex issue. It will summarize major points and help you decide what aspect of an issue you want to concentrate on. There are a number of ways of getting an overview:

Read a simple article on the topic

It may be helpful to start with an article called "Is the Greenhouse Here?" before tackling "Effects of Climate Warming on Dissolved Oxygen Concentrations in Lake Erie."

Encyclopedias: General and Specialized

General encyclopedias, such as the *Encyclopedia Brittanica,* are shelved in the AE call number area in the Reference Stacks.

Often, a specialized encyclopedia will provide more information on your topic than a general one. For example, a medical encyclopedia might provide more information on leukemia than a general encyclopedia would. Consider the following list just to get an idea of the amazing variety of specialized encyclopedias that Auraria owns.

Encyclopedia of World Literature in the 20th Century
4 volumes [Ref. PN771.E5 1984]

McGraw-Hill Encyclopedia of Science and Technology
20 volumes [Ref. Q121.M3 1987]

Encyclopedia of Astronomy and Astrophysics
[Ref. QB14.E53 1989]

The Baseball Encyclopedia
[Ref. GV877.B27 1990]

Fishbein's Illustrated Medical and Health Encyclopedia
22 Volumes [Ref. R125.F57 1981]

Encyclopedia of World Crime 4 volumes
[Ref. HV6017.N377 1989]

Encyclopedia of Homosexuality 2 Volumes
[Ref. HQ76.25.E53 1990]

International Encyclopedia of Communications
4 Volumes [Ref. P87.5.I5 1989]

To find an appropriate specialized encyclopedia, pick up a **Research Strategy Guide (RSG).** See the next page for a full description of RSGs or browse the reference stacks in the call number area representing your subject.

Library Use Guides (LUGs)
and
Research Strategy Guides (RSGs)

The Auraria staff has prepared dozens of help sheets to assist you with both general and specialized research. Most address a particular discipline and provide search strategy tips and the names and locations of particularly useful items.

The Research Strategy Guides (RSGs) are overview guides for broad subject areas. They map out a basic search strategy and provide names of useful indexes and encyclopedias. There are RSGs for 36 subject areas, including Ethnic Studies, Bioethics, Political Science, and Education.

Most Library Use Guides (LUGs) cover specialized research areas, offering more in-depth suggestions than the RSGs. There are dozens of LUGs, with more being created on an ongoing basis. Examples of existing LUGs include:

> *Business Resources: Marketing Research*
> Recommends books and periodicals useful for finding such information as industry overviews and consumer purchasing behavior.
>
> *Transportation: Air*
> Recommends directories, statistical sources, indexes, and other items of interest related to aviation and aerospace study.

You'll see the LUGs and RSGs when you walk into the library. LUGs are on the wall near the Information Desk, and RSGs are on a free-standing rack nearby.

See Appendix C for a Complete List of Topics Covered by the LUGs and RSGs

Bibliographies

Bibliographies recommend sources for a particular topic. They may list particular books, articles, films, sound recordings, special library collections, special newsletters, associations, and anything else that might help enthusiastic researchers identify what information exists on their topic.

Bibliographies can be book length or appear at the end of articles, book chapters, books or encyclopedia entries. Sometimes a bibliography is referred to as "Suggested Further Reading," or "Other Sources."

Using bibliographies can be an extremely efficient way to gather information. For example, you may take out a book on your topic and consult the bibliography in the back of the book. That bibliography may lead you to several more articles and another book.

Below are examples of book length bibliographies owned by Auraria. Each recommends books, articles, and other sources that deal with a particular topic.

Runaway Children and Youth: A Bibliography [JF 1351.A1P8 no. 2420]

Intellectual Freedom and Censorship: An Annotated Bibliography
[Z 658.U5 H64]

King Lear: An Annotated Bibliography [PR 2819. C47 1980]

Employment Discrimination in the Public Sector: Recent Journal Articles, 1982-1989 [JF 2351.A1 P8 no.2830]

International Policy, Politics, and Regulation of Radioactive Waste Disposal: A Bibliography [JF 1351.A1 P8 no.3034]

Black Holes: An Annotated Bibliography. 1975-1983 [QB 843.B55 D36 1985]

Employment of the Elderly: A Bibliographic Overview
[JF 1351.A1 p8 no.2869]

To find bibliographies using the Auraria Library Catalog, do a **W** (Word) search using a descriptive word and the word **bibliography**.

Example: elderly bibliography

Ask an Expert

Sometimes the information you need isn't in a book. There may be statistics that were just gathered by an organization but are not yet published. Or at times, interviewing a person will unearth facts that are elusive in the printed literature.

The library has many directories that provide the names of experts, subject specialists, and hobbyists.

> *The Encyclopedia of Associations* [Kept at the Reference Desk]
> A directory of thousands of U.S. associations. Each entry provides the association's address, phone number, number of members, history, and the titles and types of publications it produces. (There are also international and regional editions.) There is an association for almost any idea, subject, or industry you can imagine...yes, there is even a Mayonnaise and Salad Dressings Institute. Association representatives will often send you information or, at least, suggest expert sources.
>
> *Denver Meets* [In the Colorado Reference stacks HS2513.D4K44]
> A guide to local clubs, associations, and organizations in the Denver Metro area.

Auraria also owns membership guides, biographical source books, and specialized directories that provide the names and whereabouts of representatives in different fields and industries. Ask a reference librarian for assistance. Examples of such directories:

> *Directory of Management Consultants* [Ref. HD 69.D55],
> *Who's Who in American Art* [Ref. N6536.W5]
> *The National Faculty Directory* [Ref. LB2331.7.N37]
>
> **Phone Books**
> Don't forget the yellow pages. Colorado phone books are kept in the Colorado Reference Stacks [COLO HE 8840.C6 M6]. A Denver phone book is kept at the Reference Desk. Phone books (white and yellow pages) from around the country are in the Periodicals Department. They are reproduced on microfiche and the collection is called Phonefiche.

Finding Book Reviews

Book reviews are useful for evaluating the credibility of a book. They will answer some of these questions: Did critics/scholars acknowledge the work as worthwhile? Does it add to the existing body of knowledge? How does it measure up to other books on similar topics? Many books are published that are later reviewed as irrelevant or badly researched.

You'll generally need to know the publication or copyright date of a book in order to find its review.

Note: **Literary criticism** usually goes further than a book review both in length and depth. For further information on obtaining literary criticism, see the Library Use Guides titled: ***English and American Literature Sources***, and ***French Literature: Major Sources at Auraria Library***.

Recommended Book Review Sources:

The Book Review Digest 1905-Present [Index Z1219.C95]

The Book Review Index 1965-Present [Index Z1035.A1B66]

Choice Book Reviews [On CARL]

Combined Retrospective Index to Book Reviews in...
  Scholarly Journals 1896-1974 [Index Z1035.A1 C64]
  History 1838-1974 [Index E171.C55]
  Sociology 1895-1974 [Index HM1. C55]
  The Humanities 1802-1974 [Index AI 3.C652]
  Political Science 1886-1974 [Index JA1. C18]

Book reviews from magazines and scholarly journals are indexed in a separate section in the back of the following indexes:

The Readers' Guide to Periodical Literature [Index AI3.R48]
The Social Science Index [Index H1.S62]
The Business Periodicals Index [Index HF5001.B983]
The Humanities Index [Index AI3.2.H53]
The General Science Index [Index Q1.G45]
The Applied Science and Technology Index [Index TA145.A6]
The Art Index [Index N5300.A78]
The Physical Education Index [Index GV201.P534]
The Biological & Agricultural Index [Index S493.A46]

CAUTION: Not all books are reviewed.

Finding Biographical Profiles

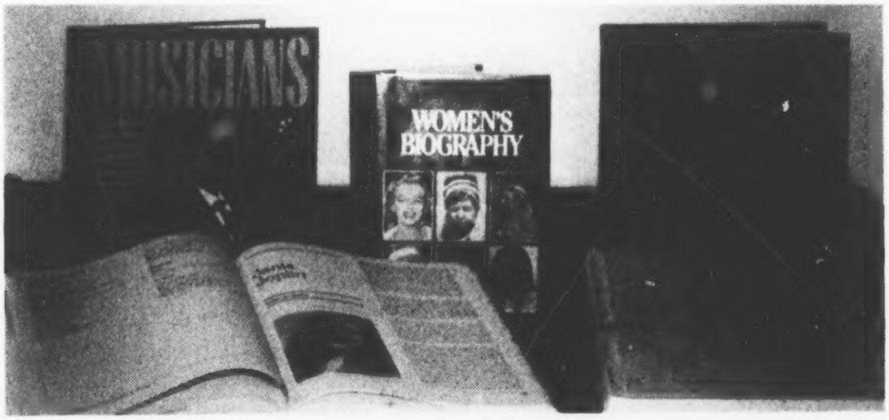
Discovering the personal history of an individual can provide valuable insight into their ideas and actions.

Auraria Library Catalog

Do an N (name) search on the person or organization you want biographical or background information on. The N search will locate books either by or about them.

If there is not a full book on the person, try a W (word) search. Consider his or her profession. Is he or she an author? Cowboy? Geologist? Do a word search under the plural form of the profession or occupation and then add the word "biography."

Example: mathematicians biography



Reference Books

Many reference books provide concise biographical information and recommend further sources. Some you might find useful include:

Contemporary Authors
[Ref. PN771.C61 - First Revision] and [Ref. PN771.C622 - New Revision Series]
Biographical information on 20th century authors of fiction, non-fiction, poetry, drama, journalism, film, and TV.

Current Biography Yearbook 1940-present [Ref. CT100.C8]
A yearly compilation of biographical descriptions of "living leaders in all fields of human accomplishment the world over."

Who's Who in America [Ref. E663.W56]
A biographical dictionary of notable living men and women in the U.S.

Indexes and Abstracts

Periodical articles about people are constantly being written. Check appropriate indexes under the name of the person. For example, you could locate articles on current artists using the Art Index. There are also specialized biography indexes:

The Biography Index 1946-present. [Index CT 100.B5]
A general index to biographical information in articles and books.

Biography and Genealogy Master Index [Ref. CT 213. B571]
An index to biographies in biographical dictionaries, subject encyclopedias, volumes of literary criticism, and indexes.

Finding Statistics

Finding statistics can require time and searching. Some places they may appear include: articles, general books, specialized statistical compilations, and government publications. See also the Library Use Guide titled *Statistics: How to Find Them*.

Statistical Books

Statistical Abstract of the United States [Most recent five years: Ref. HA202.A2; over four years old: Doc C3.134:]
A good "first place" to look. This is an annual compilation of statistics gathered by government organizations and trade and industry groups. It includes data on subjects covered by U.S. government agencies...almost everything. It's simple to use.

Almanacs

Auraria Library owns several almanacs, including *The World Almanac and Book of Facts* [Most recent year kept at the Reference Desk; older editions: Ref. AY67.N5W67]

The CARL Computer System

Auraria Library Catalog

To find statistical books through the Auraria Library Catalog, try a W (Word search with the word "statistics" and a subject word (i.e., "crime" or "highway").

Metro Denver Facts

An information database on the CARL system, providing a wide variety of facts and statistics for the metro Denver area.

Statistical Indexes

American Statistics Index [Index HA205.A46]
An index to statistical publications of the U.S. Government.

Statistical Reference Index [Index HA203.S7]
An index to statistical publications from sources other than the U.S. Government.

Index to International Statistics [Index HA155.I53]
Index to statistical publications of international inter-governmental organizations.

Periodical Indexes

Finding statistics through articles may require digging...but it can be worth it.

Newspaper Indexes

Newspaper articles often have statistical data in them.

Specialized Indexes

Search in appropriate subject indexes for articles with statistics; i.e., if you're looking for articles citing statistics on child abuse, you might look for articles in the *Social Sciences Index*. The citation will often indicate if the article contains "tables" or "graphs."

UnCover

Remember that *UnCover* is the most up-to-date source for finding journal and magazine articles. (But keep in mind that not all journals and magazines are included.)

The Library Search Strategy
Pulling It All Together

Steps to consider when preparing to search for information in the Auraria Library:

1. *Identify the broad subject area(s) of your topic.* This will help you determine the kinds of indexes and specialized encyclopedias that you need. Pick up **Research Strategy Guides** for the subject area(s) you choose. Browse the appropriate area of the Reference collection to see what sort of fact books or handbooks exist for your subject.

2. *Find simple, overview information on your topic.* This will familiarize you with a topic you know little about and help you determine the focus of your research. Use the ***UnCover*** periodical index on the CARL system or the ***Readers' Guide to Periodical Literature*** to find magazine articles. Use specialized or general encyclopedias. Note any articles or books recommended in their bibliographies.

3. *Find books from the circulating collection or government documents to provide in-depth or historical views on your topic.* Also consider using media items, such as videos. To locate books, documents, and media, use the Auraria Library Catalog on the CARL system. Do subject (Word) searching for materials on a particular topic. If specific books have been recommended to you or are listed on bibliographies, search for them by title (Browse by Title) or by author (Name.)

4. *Find journal and newspaper articles to provide up-to-date or specialized information.* Use any of the many indexes or abstracts available in print, on CARL or on CD-ROM. A selected list of those available at Auraria Library is provided in Appendix D of this handbook.

5. *Use specialized dictionaries or encyclopedias in the reference area to define subject specific terms or concepts.* You are bound to come across technical or specialized terminology, especially when reading scholarly books and journals. The Research Strategy Guides will recommend specialized encyclopedias for dozens of subject areas.

6. *If you have any questions about library research, see a reference librarian.*

7. *Don't get so hung up in the search process that you never start your paper.*

Frequently Asked Questions

Assistance for People With Disabilities

Services

The Auraria Library provides personalized assistance for people with disabilities.

- Auraria staff will assist with the selection, gathering and photocopying of library materials.
- Readings can be done for brief selections only (such as short encyclopedia entries).
- Several of our staff can communicate in Sign Language.

If possible, please call before you come to the library to set up an appointment and describe your needs. This way you'll be sure that someone is available. Call (303) 556-2741 and ask for Reference Support.

Equipment & Reference Materials

The following items are kept in the Media Distribution Department. No appointment is needed to use them.

Vtek Machine: Can enlarge, rotate, or change the contrast of text.

Kurzweil Reading Machine: Scans a printed page and converts text into a synthesized voice. (Training tapes are available in the Media Distribution Department.)

World Book Encyclopedia (1980): Available in braille and on cassette.

Webster's New World Dictionary (1979): In braille.

Vest Pocket Dictionary (1951): In braille.

Merriam-Webster Dictionary for Large Print Users [This book is in the Reference Collection: Ref. PE1625.M4 1977]

The building is wheelchair accessible and has two elevators.

Typewriters and Computer Labs

There are eight electric typewriters for student use in Room 201 on the 2nd Floor. They cost 25 cents for 15 minutes, and you need to bring your own paper.

There are no personal computers in the library for word processing, spreadsheets, etc. There are, however, computer labs throughout the campus. For an up-to-date list of lab locations and types of computers available, please ask at the Information Desk or Reference Desk.

Group Study Rooms

Rooms 205, 206, and 207 are group study rooms and can be reserved for a slot of time through Library Administration, in person or by phone. (556-2805)

A schedule is posted on the door of each room. If a room is unscheduled and empty when you want to use it, you can just go in.

Dictionaries

General English language dictionaries and thesauri are shelved in the PE1500-PE1600 call number area of the Reference stacks.

To find foreign language dictionaries, do a W (word) search in the Auraria Library Catalog using the word dictionaries and the name of the language, for example:

dictionaries spanish language

or

russian language dictionaries

The order of the words doesn't matter.

College Catalogs

Current catalogs and class schedules for MSCD, CCD, and CU-Denver are available at the Reference Desk for use in the library.

Older Auraria campus catalogs are in the Archives and Special Collections Department.

Up-to-date College Catalogs for schools throughout the U.S. are on microfiche in the Periodicals Department.

Here are some reference books that provide overview information on colleges and universities throughout the United States. These aren't the only ones; be sure to browse the surrounding shelves for other, similar sources:

The College Blue Book [Ref. LA226.C685]

Peterson's Guide to Four Year Colleges [Ref. L901.P447]

International Handbook of Universities [Ref. L900.I58]

Auraria also has specialized college directories, such as *Barron's Guide to Law Schools.* [Ref. KF266.B3]

Scholarship and Grants Information

Book Sources

A representative sampling of grant, scholarship, and financial aid reference books have been pulled out of the Reference stacks and placed on desks in the CD-ROM cluster area. (To find similar books to ones of particular interest to you, check the Call Number on the spine of the book, then browse in that Call Number area in the Reference stacks.)

Scholarship Software and Computer

Auraria has software packages which allow you to identify sources of financial aid. Ask at the Reference Desk for the information sheet and software.

Style Manuals

Style manuals provide guidelines for such term paper related tasks as footnoting, and format and placement of bibliographies.

Ask for the following style manuals at the Reference Desk. They are on the Reference Reserve shelves and may be used for two hours within the library.

Publication Manual of the American Psychological Association (APA Manual)

A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian

MLA Handbook for Writers of Research Papers

Form and Style: Theses, Reports, Term Papers by William G. Campbell

Copying and Information Retrieval Service

The **Information Retrieval Service** (IRS) is a fee-based document retrieval service at the Auraria Library. Users pay for both copying and service. For further information, pick up the **Library Use Guide** titled *Information Retrieval Service* or call 556-3538.

Appendix A

Useful Phone Numbers

Architecture & Planning Library	556-2722
Archives	556-8373
Circulation	556-2639
Copy Center	556-2571
Computer-Assisted Research	556-2624
Government Documents	556-8372
Interlibrary Loan	556-2562
Information Retrieval Service	556-3538
Library Instruction	556-3303
Media Distribution	556-3546
Periodicals/Microforms	556-2775
Reference	556-2741
Reserve Desk	556-3791

Appendix B

Auraria Library Catalog Location Codes

A+P	The Architecture and Planning Library
APRES	The Reserve desk at the Architecture and Planning Library
ARCHIV	Archives & Special Collections Department
COLO	Colorado Documents Reference Stacks
DOC	Government Publications Area
INDEX	Indexes and Abstracts Area
MAIN	Auraria Library Main Building
MEDIA	Media Distribution Department
MICRO	Microfilm; located in the Periodicals Department.
PERIOD	Periodicals Department
REF	Reference Stacks
REFRES	Books on Reserve at the Reference Desk
RES	Reserve Desk
See Record	Indication that you should 'open' the record by typing in the number to the left and pressing RETURN or ENTER.
2ND FL	2nd floor of Auraria Library

Appendix C

Library Use Guide
and Research Strategy Guide Topics

Library Use Guides are shelved in alphabetic order on the wall near the Information Desk. If you don't see what you need, inquire at the Reference Desk.

AFRICAN STUDIES
Africa, Southeast Asia, and the Middle East
Afro-American History: The Schomburg Collection

ANTHROPOLOGY
Anthropology
HRAF: Human Relations Area File

AURARIA LIBRARY: General Information and Services
CARL System Introduction
CARL System Advanced
Computer-Assisted Research (C.A.R.)
Information Retrieval Service
Library of Congress Classification
Periodical Indexes: Finding Articles at Auraria Library
UnCover: Access to Articles Through CARL

BUSINESS
Business Resources: Company and Industry Information
Business Resources: International Marketing
Business Resources: Marketing Research
Business Resources: Theory and Practice
CIRR on CD-ROM
Insurance/Risk Management
International Trade, International Finance and Third World Economics
Standard Industrial Classification (SIC): Its Value, Its Organization, and Its Use

CAREERS

Careers/Job Search

COMMUNICATIONS, THEATER, AND JOURNALISM

Communication Resources
Investigative Journalism: Useful Sources
Journalism: Sources at Auraria Library
Technical Communication Sources at Auraria Library
Theater Resources

EDUCATION

Education: L Classification
Educational Resources Information Center: Using the ERIC System
Mental Measurements Yearbook and Tests in Print: A Guide

GENERAL

Biographies
Statistics: How to Find Them
Writing Handbooks and Style Sheets

GOVERNMENT, LAW, CRIMINAL JUSTICE, and PUBLIC AFFAIRS

Census Publications
Colorado State Publications
Economic Censuses
Congressional Publications at Auraria Library
Criminal Justice: Finding Information at Auraria Library
Government Documents at Auraria Library
Law: Court Decisions
Public Affairs
A Brief Introduction to Researching a Tax Problem
Tax Research: Finding Guide for Court Cases
U.S. Government Publications: A Comprehensive Guide
U.S. Government Publications: An Introductory Guide

GRANTS, SCHOLARSHIPS

Grants Information
Scholarship Software and Computer

HEALTH, NURSING, AND PHYSICAL EDUCATION

Nursing and Healthcare Management
Physical Education, Recreation and Sports

HOSPITALITY, TRAVEL, TRANSPORTATION

Hospitality, Meeting Planning & Travel Administration Resources
Transportation: Air
Transportation: General
Transportation: Surface

HUMANITIES: Music, Art, Literature, Photography

Art Resources
Communication Resources
Electronic Music Sources
English and American Literature Sources
Film Study Resources
Foreign Language and Literature Material: Where to Locate It
French Literature: Major Sources at Auraria Library
German Literature: Major Sources at Auraria Library
Greek and Roman Literature Sources
Humanities-Microform Collections
Linguistics Materials
MLA International Bibliography: How to Use It
Music Industry Resources
Music Resources
Photography Resources
Spanish Literature: Major Sources at Auraria Library
Speech Resources: Locating Speeches at the Auraria Library

SCIENCES: Including Mathematics, Engineering, Biology, Chemistry, Computer Science, Health and Medicine

Biochemistry
Chemical Abstracts
Computer Science Resources
Engineering
Mathematics Resources
Nursing and Health Care Management Resources

SOCIAL SCIENCES

The Social Science Citation Index
Sociology and Social Work Resources

WOMEN'S STUDIES

Women Studies Resources at Auraria Library

Research Strategy Guides are shelved by number on a rack by the Information Desk.

1. Aerospace/Aviation
2. Anthropology
3. Architecture
4. Art
5. Bioethics
6. Biology
7. Business
8. Communication/Mass Media
9. Computer Science
10. Criminal Justice
11. Earth Sciences (Geology
    Meteorology, Oceanography)
12. Ecology/Environment
13. Economics
14. Education
15. Ethnic Studies
16. General Science
    Health Sciences/Medicine
    Nursing
18. History
19. Journalism
20. Law
21. Literature
22. Military Science
23. Modern Languages
24. Music
25. Parapsychology/Occult
26. Philosophy
27. Physical Education/
28. Political Science
29. Psychology
30. Public Administration
31. Religion
32. Social Work
33. Sociology
34. Technology
35. Urban Studies
36. Women's Studies

Appendix D

A Selected List of Major Indexes and Abstracts in the Auraria Library

Specialized Indexes

There are specialized indexes and abstracts for all subjects: literature, music, chemistry, criminal justice, hotel management, aviation...your topic area will be covered in one of them. Below is a list of just a few. Their location codes and call numbers are provided in brackets.

Social Sciences Index [Index H1.S62 or On CD-ROM]
Indexes journals in anthropology, economics, planning and public administration, political science, psychiatry, psychology, sociology, social work and women's studies.

General Science Index [Index Q1.G45]
Topics covered include astronomy, atmospheric science, biology, botany, chemistry, environment and conservation, medicine and health, oceanography, physics, physiology, and zoology.

Applied Science and Technology Index [Index TA 145.A6]
Subject fields indexed include aeronautics and space science, atmospheric sciences, chemistry, computer technology, construction industry, energy, engineering, mathematics, metallurgy, mineralogy, oceanography, petroleum and gas, physics, and textiles and fabrics.

Humanities Index [Index AI3.H53]
Subject fields covered include archaeology and classical studies, area studies, folklore, history, language and literature, performing arts, philosophy, and religion.

Art Index [Index N5300.A78]]
Topics covered include archaeology, architecture, art history, city planning, crafts, films, graphic arts, industrial design, interior design, landscape architecture, and photography.

Business Periodicals Index [Index HF5001.B983]
An index to journals and magazines covering all aspects of business, including topics such as international business, management and company information.

Trade & Industry Index [On CARL]
An index to business literature beginning in 1988. Auraria will not own many of the trade publications listed in this database, so you may have to order them through ILL or get them elsewhere. (See NOTE, p. 76.)

Education Index [Index L11.E34]
Covers topics relating to education for most subject disciplines and grade levels.

Specialized Abstracts

PsycLIT: [On CD-ROM] Access to scholarly journal articles in the field of psychology from 1974 to the present.

Psychological Abstracts [Index BF1.P65]
The print version of PsycLIT.

ERIC (Educational Resources Information Center) [On CD-ROM]
An index to educational articles and documents from 1966 to the present. The print equivalents of these indexes are *CIJE-Current Index to Journals in Education* [Index LB1025.2 .C8] and *RIE-Resources in Education* [Index LB 1028 .A1 R46]

ABI Inform [On CD-ROM]
Access to articles from business and trade journals.

CIRR (Corporate & Industry Research Reports) [On CD-ROM]
An index to research reports prepared by investment research firms. These reports cover both U.S. and international company and industry information back to 1977. All reports in CIRR are owned by Auraria Library and kept on microfiche in the Periodicals Department.

MLA International Bibliography of Books and Articles on the Modern Languages and Literature [Index P1.M642]
Topic areas include national literatures, general literature, linguistics, and folklore.

General Indexes

Readers' Guide to Periodical Literature [Index AI 3.R48]
An index to articles in hundreds of popular magazines like *Newsweek, Psychology Today,* and *Ebony*. It comes out twenty-one times a year and is cumulated annually. Auraria Library owns *The Readers' Guide* starting from 1890.

Magazine Index [On CARL]
A general index to magazine articles beginning in 1988.

NOTE: The *Magazine Index* and the *Trade & Industry Index* DO NOT have the OWNERS feature that *UnCover* has, and therefore do not indicate which libraries own a particular periodical. A "Film Number" is provided for each item; this number does NOT correspond to the Auraria Library collection. Also, be wary of the feature that allows you to order or fax an article. Check first to see if the Auraria Library owns the periodical. It may save you money. (See p. 36: How Do You Know If Auraria Owns A Periodical?) If you would like to have an article faxed, you may have the document sent to your fax machine or to the one in the Interlibrary Loan office. The Interlibrary fax number is 534-3648. The document(s) may be picked up during the hours the office is open, Monday-Friday, 8am-5pm.

Newspaper Indexes

Auraria owns indexes to most major national newspapers, shelved in Call Number order in the Indexes area. Some we own include:

The New York Times Index 1851-present [Index AI 21. N44]
The Denver Post Index 1963-present [Index AI 21. D4]
The Wall Street Journal Index 1958-present [Index HG 1 .W26]
The Washington Post Index 1972-present [Index AI 21 .W33 O54]
The (London) Times Index 1955-present [Index AI 21 .T46]
The Christian Science Monitor 1945-present [Index AI 21.C57]

These indexes are generally arranged by subject, providing date, section, page, and column of an article in a particular newspaper.

The Trade & Industry Index [On the CARL System]
In addition to business and trade journals, the *Trade & Industry Index* leads you to business articles in *The New York Times* and *The Wall Street Journal* from 1988 to the present.

NewsBank

Available on CD-ROM, *NewsBank* is an index to the articles in local newspapers from over 500 U.S. cities. There are two *NewsBank* stations; each station has a different purpose:

> ***Business NewsBank:*** allows you to find business articles from regional newspapers. Search by company, industry or personal name.
>
> *(General) NewsBank:* allows you to pick from the following databases:
>
> > ***Issues & Events:*** current issues. Search by subject, personal name, or organizational name.
> >
> > *Names in the News:* biographical articles. Search by name, vocation, or avocation.
> >
> > *Literature:* book reviews, interviews, and news reports on authors. Search by author, book title, subject of book, author's nationality, or literary form.
> >
> > *Film & Television:* reviews of movies, T.V. programs and interviews, and news on the field. Search by movie or T.V. program name, actor's and director's name, or subject of movies and programs.
> >
> > *Fine Arts & Architecture:* art news, including exhibitions, art forms, museums, crafts, historic buildings, and districts. Search by medium, nationality, artist's name, or museum name.
> >
> > *Performing Arts:* reviews, interviews, and news articles about theater, dance, music, circus, and stand-up comics. Search by title of work, performer's name, performing group, or instrument.

Auraria Library owns all of the NewsBank articles. They are on microfiche in a cabinet in the Periodicals Department. You simply need the database code, fiche number and grid number--all found on the Newsbank index. Example: SOC 19:A7

Appendix E

Quick Guide to CARL Commands

?	Help: may be entered at any time to produce a context specific HELP screen.
B	Browse Search: brings up BROWSE search choices: title, call number or series. This command option, if available, appears at opening menus.
C	Call Number Search: produces a list of items in call number order; B for browse must be selected first from a menu.
//C	Quick Call Number Search: This command may be entered at any prompt.
E	Examine: will display the Table of Contents for a particular issue of a Periodical. This command option appears at the end of full records in the library catalogs.
//EXIT	Exit: used to EXIT from another library system (i.e. University of Hawaii) to return to CARL.
H	History: produces a list of the last 10 searches executed and an alphabetical list of key words from those searches. This command option appears at the end of a full record in the library catalogs and periodical databases.
//H	Quick History Search: This command may be entered at any prompt.
N	Name Search: searches for items by or about a person or organization. N is a menu option in most databases.
//N	Quick Name Search: This command may be entered at any prompt.
O	Owners List: displays owners of an item. This command option appears at the end of full records in the library catalogs.
P	Previous Screen: allows backward browsing.
Q	Quit: allows backing out of a search in stages.
R	Repeat Display.
S	Switch: used to change databases; this command calls up the main menu.

T	**Title Search:** produces a list of items in alphabetic order by title; B for browse must be selected first from a menu.
//T	**Quick Title Search:** this command may be entered at any prompt.
W	**Word Searching:** finds items containing the word(s) entered. Generally used for subject searching. W is a menu option in most databases.
//W	**Quick Word Searching:** this command may be entered at any prompt.
X	**Express Search:** extracts essential elements from the record such as call number, author, subject headings, and key words, and expedites the use of those elements in another search. This command option appears at the end of a full record in the library catalogs.

Glossary

Abstract

1. A source which compiles citations to articles in a selected group of periodicals and includes a summary of each article.

2. A statement summarizing the important points of a text.

Auraria Library Catalog

The catalog is the key to almost everything the Auraria Library owns. It lists the holdings of the Auraria Library: books, periodicals, media, and some government publications. The Auraria Library Catalog is one of the many databases on the CARL system.

Bibliography

A list of sources of information (books, articles, films, etc.) on a specific subject. A bibliography may also be a list of writings by a particular author. Bibliographies may appear at the end of a book, journal, or encyclopedia article, or as a separate publication.

Biography

Information about a person's personal and professional life.

Bound Periodical

Issues of a periodical gathered together into a hardback volume. Arranged in call number order in the Periodicals Department of Auraria Library.

Call Numbers: see Library of Congress Call Numbers.

Card Catalog

Auraria Library no longer has a card catalog. Use the Auraria Library Catalog on the CARL system.

CARL

Acronym for the Colorado Alliance of Research Libraries. Also the name of the system containing the Auraria Library Catalog, catalogs for other libraries, periodical index databases, and information databases.

CARL record: see Record.

CARL Terminal

Work stations at which you can access the CARL system databases. The terminals are in various locations on the first and second floors of the library.

CD-ROM

The acronym for Compact Disc-Read Only Memory. These discs look like the compact discs you'd see in a music store. Instead of storing music, they store text. Auraria Library owns several index and abstract databases stored on CD-ROM discs. The CD-ROM databases are in a cluster on the first floor near the front stairway.

Circulation

Desk: Location for checking out books, placing holds on books, and paying fines. The Lost & Found is also located here.

Stacks: Books that may be checked out of the library are shelved on the 2nd Floor circulation stacks.

Citation (or entry)

The description of a published work, giving such particulars as authorship, title, edition, date, and pages.

Controlled Vocabulary

The standardization of words which may be used to search an index, abstract or information database. There is usually a published listing or thesaurus of preferred terms identifying the system's vocabulary. (Example: **The Thesaurus of Psychological Terms** is a listing of the terms to use on PsycLIT.)

Copy Center

Located in the Southeast corner of the building and operated by the Auraria Higher Education Center. The Copy Center will make copies of microfiche and microfilm for 15 cents a page.

Government Document

A publication issued at public expense and in the public interest by a national, state, or local government institution.

Index (Periodicals)

A source which compiles citations to articles in a selected group of periodicals.

Interlibrary Loan

A service which will borrow library materials not owned by the Auraria Library from other libraries.

Journal

A type of periodical which contains news or information of current interest in a particular field. Journals are often published by academic or association presses. There is usually a bibliography of sources at the end of each article.

Library of Congress Call Numbers (LC Call Numbers)

The letter-number device used to identify and locate a particular book or item in the library. Most items in the library are arranged in Call Number order. The call number appears on the book and in the Library Catalogs on the CARL system.

Library of Congress Classification System (LC Classification System)

A system of classification for books, developed by the Library of Congress, which uses a combination of letters and numbers to arrange books by subject in a library collection.

Library of Congress Subject Headings (LC Subject Headings)

A three-volume work that lists standardized subject headings determined by the Library of Congress and used in many research and academic libraries.

Library Use Guides (LUGs)

Guides prepared by Auraria librarians and staff that provide search strategies and source recommendations for specialized subject areas. Available on the wall near the Information Desk.

Magazine

A type of periodical containing popular articles which are usually shorter and less authoritative than journal articles.

Microfiche

A flat, filmed copy of a publication. It can be read on microfiche readers and printed on microfiche reader/printers or in the Copy Center.

Microfilm

A print publication (usually a periodical) reproduced on film and stored on a reel. It can be read on microfilm readers and printed on a microfilm reader/printer or in the Copy Center.

Microform

Microfilm or microfiche.

Periodical

Material published at regular intervals (at least 3 times per year) and intended to be continued indefinitely. Examples are newspapers, magazines, and journals.

Periodicals Department

Area of the library where all periodicals are housed. Other collections kept in this department include: College Catalogs on microfiche, Annual Reports, 10-K's, ERIC documents, and state and federal government documents. Periodicals may not be checked out.

Record

Represents each document in a database. The record usually provides bibliographic and descriptive information about the document.

Research Strategy Guides (RSGs)

Guides prepared by Auraria librarians and staff which recommend sources and strategies for broad subject areas. Available on a rack near the Information Desk.

Reserve Desk

Area where articles and books placed on reserve by a professor are kept. The Desk is to your right as you enter the library.

Search Strategy

The methodology or plan followed to find information on a subject or research topic.

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THE
FRIENDS
OF
AURARIA
LIBRARY

Auraria Library
Lawrence at 11th Street
Denver, Colorado 80204
(303) 556-2805

CARL DEMOS

CARL DEMONSTRATION EVALUATION

1. Is attendence at this demonstration a requirement for a class? yes ☐ no ☐
If so, what class? ____________________

2. Are you a freshman ☐, sophmore ☐, junior ☐, senior ☐,
grad student ☐, faculty ☐, staff ☐, public patron ☐?

3. Have you worked with the CARL system here or in another library?
yes ☐ no ☐
If yes, would you rate yourself as:

_____ a) unsure of ability to use CARL to find specific information
_____ b) usually able to find what you need on CARL
_____ c) very competent; able to help others use CARL

4. On a scale of 1 (low) to 5 (high), how would you rate the usefulness of this demonstration to you?

1	2	3	4	5
☐	☐	☐	☐	☐
low				high

5. Any comments?

CARL COMPUTERIZED INFORMATION SYSTEM

BASICS

30 MINUTE DEMONSTRATIONS

DEMONSTRATIONS ARE OPEN TO ALL AURARIA LIBRARY PATRONS.

LOCATION: AURARIA LIBRARY, ROOM 115.

TIMES:

Weeks of:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept. 2 - Sept. 27			8:00	8:00		
	9:00	9:00				
			10:00	10:00		10:00*
	11:00	11:00				
			12:00	12:00		or
	1:00	1:00				
			2:00	2:00		2:00*
	3:00	3:00				(see sign-up board)
			4:00	4:00		
		7:00*	7:00*			
Sept. 30 - Nov. 27	9:00	9:00				
			10:00	10:00		
	1:00	1:00				
			2:00	2:00		

* These demonstrations require a 24 hour advance sign-up. Auraria Library reserves the right to cancel these classes should there be no advance sign-ups.

The sign-up board is located near the front door. Sign up early for the demonstration most convenient to you. Walk-ins are welcome on a space-available basis.

POINT-OF-USE GUIDES

THE NEW YORK TIMES INDEX

The New York Times Index is an author and subject index to the New York Times newspaper, which is notable for its extensive coverage of national and international news. The index is made up of summaries of news and editorial matter under headings that are arranged alphabetically. Entries under each heading are arranged in chronological order.

All items in one volume of the index are for the year indicated on the cover of the book.

SEE ALSO REFERENCE

SUBJECT HEADING —— COORS, ADOLPH, CO. See also *Topic Outline of Article*
Beer, Jl 13
Stroh Brewery Co., Jl 4
University of Colorado, S 30
Coors Brewing Co names Norman Kuhl vice president and plant manager of company's Memphis brewery; Rex Lester is named vice president and plant manager of Shenandoah brewery; Don Brown is promoted to vice president of operations planning and warehouse.
LENGTH OF ARTICLE —— (S), Jl 19, D, 4:5
DATE *PAGE* *COLUMN*
*SECTION OF PAPER**

SEE ALSO references guide the reader from one heading to other headings where relevant material is entered (e.g. COORS, ADOLPH, CO. See also Beer).

*Each entry concludes with the date, section, page and column of the story's publication in the New York Times (e.g., My 6, IV, 3:4 means the story was published on May 6, section 4, page 3, column 4). The section is always expressed as a Roman Numeral even when the newspaper uses a letter designation in the Monday - Friday issues of the paper (ie., A - I, B = II, C = III, D = IV).

The length of an article is indicated by one of three symbols:

S - short, less than one column

M - medium, between one and three columns

L - long, more than three columns

The New York Times is reproduced in microfilm and is located in the filing cabinets in the Periodicals Area. Microfilm readers and printers are also located in this area. The last three months of paper issues of the New York Times are located behind the Periodicals Desk and you may request the issue that you need.

If you have any questions or need assistance with your information search please ask the Reference Librarian for help.

WASHINGTON POST INDEX

The Washington Post Index provides abstracts and comprehensive indexing of all significant articles in the Washington Post newspaper. Material concerning foreign countries is indexed under the country name. This index is alphabetical according to a word by word filing scheme. Subject headings beginning with acronyms such as "IBM" are filed at the very beginning of the alphabet letter.

SAMPLE ENTRY

subject heading — **POLITICAL DISSENT**

cross reference — see also ***Political Prisoners***

abstract — The Soviet Union has restored the citizenship of three emigre dissents punished by the Kremlin in the 1970's for anti-Soviet slander: Zhores Medvedev, Vladimir Maximov and Alexander Zinoviev; photo.

(M) Jl 1 - A, 29:1

length of articles — (M)
date — Jl 1
section — A
page — 29
column — 1

Entries indicate the approximate length of the original newspaper article according to the following symbols:

S = article up to 6 column inches in length

M = article of 6 to 18 inches in length

L = article over 18 inches in length

If present, charts, photographs, drawings, maps and other illustrations which accompany the article are also noted in the abstract. In addition, the Washington Post uses letters to designate its sections. Each entry gives the section designators along with the page and column numbers.

"See" references direct you from invalid to valid subject headings and "See Also" references direct you to related headings.

Most of the Washington Post newspapers are reproduced on microfilm and are located in the filing cabinets in the Periodicals Area. Microfilm readers and printers are also located in this area. Current paper issues of the Washinton Post are located behind the Periodicals Desk and you may request the issue that you need.

If you have any questions or need assistance with your information search please ask the reference Librarian for help.

READERS' GUIDE TO PERIODICAL LITERATURE

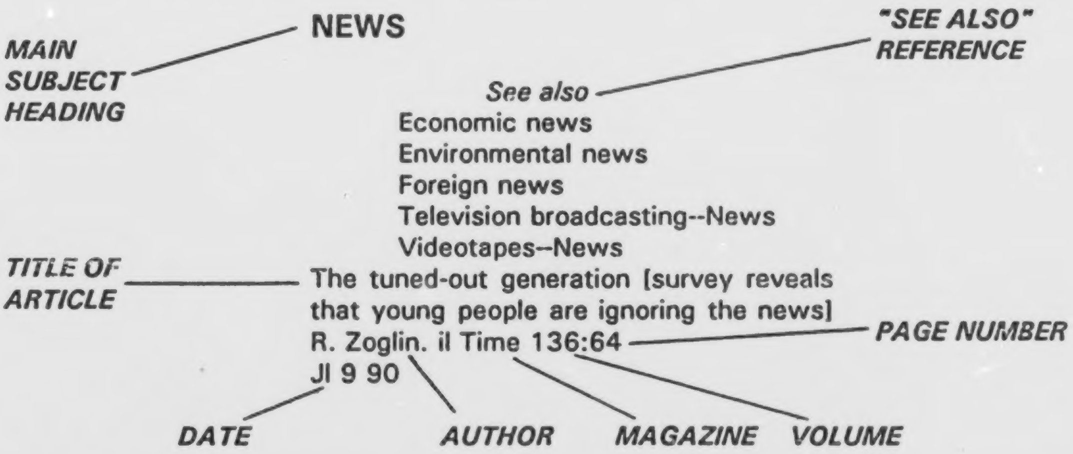
The Readers' Guide to Periodical Literature is an author and subject index to selected general interest periodicals published in the United States. Book reviews, listed by author, are in a separate section at the back. This index starts with Volume 1, 1900 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "*see*" and "*see also*" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

4) When you find an article which looks relevant, write down the citation, which includes title, author, periodical/magazine title, volume and issue number, page numbers, and date of the magazine. **(Be sure to check the list of abbreviations in front of the index to identify the full title of the periodical.)**



NEWS

See also
Economic news
Environmental news
Foreign news
Television broadcasting--News
Videotapes--News
The tuned-out generation [survey reveals that young people are ignoring the news] R. Zoglin. il Time 136:64 Jl 9 90

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. BROWSE<B> by TITLE <T> and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the Periodicals Desk in alphabetical order so a call number is not needed.

6) For more information about finding periodicals at the Auraria library, see the Library Use Guide entitled Periodical Indexes: Finding Articles at Auraria Library.

7) If you have any questions or problems in your information search, please ask at the Reference Desk for assistance. We are here to help you!!

HUMANITIES INDEX

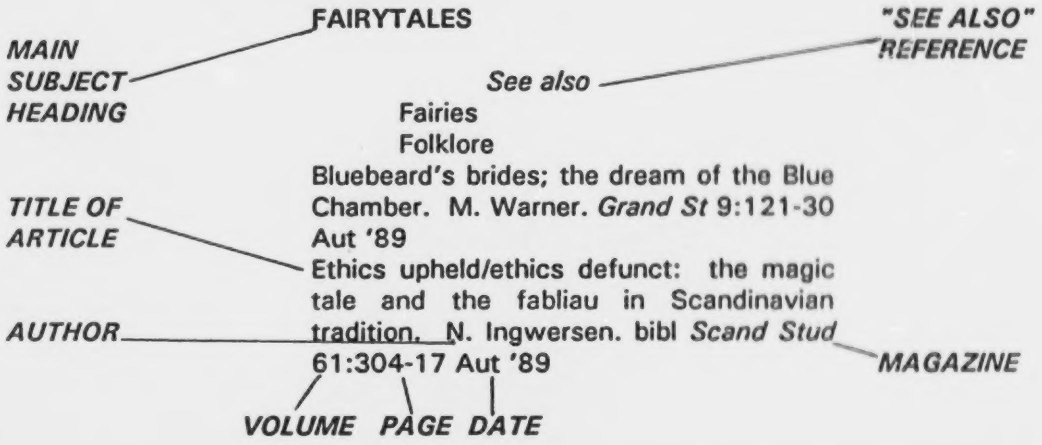
The Humanities Index is an index to English language periodicals which relate to archaeology and classical studies, area studies, history, folklore, language and literature, performing arts, philosophy, religion and theology, and related subjects. Book reviews, listed by author, are in a separate section at the back. The index began in 1907 as the International Index to Periodicals, changed to the Social Sciences and Humanities Index in 1965, and changed again in 1974 to the Humanities Index. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "*see*" and "*see also*" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

4) When you find an article which looks relevant, write down the citation, which includes title, author, periodical/magazine title, volume and issue number, page numbers, and date of the magazine. **(Be sure to check the list of abbreviations in front of the index to identify the full title of the periodical.)**



FAIRYTALES

See also

Fairies

Folklore

Bluebeard's brides; the dream of the Blue Chamber. M. Warner. *Grand St* 9:121-30 Aut '89

Ethics upheld/ethics defunct: the magic tale and the fabliau in Scandinavian tradition. N. Ingwersen. bibl *Scand Stud* 61:304-17 Aut '89

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. BROWSE<B> by TITLE <T> and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the Periodicals Desk in alphabetical order so a call number is not needed.

6) For more information about finding periodicals at the Auraria library, see the Library Use Guide entitled Periodical Indexes: Finding Articles at Auraria Library.

7) If you have any questions or problems in your information search, please ask at the Reference Desk for assistance. We are here to help you!!

ENGINEERING INDEX MONTHLY

The Engineering Index Monthly is a compilation of citations and abstracts covering technological literature in all engineering disciplines. The literature covered is found in published journals, technical reports, books, conference proceedings and other material.

Citations and abstracts are arranged under main subject headings and subheadings. MAIN SUBJECT HEADINGS are printed in boldface upper case letters and Subheadings are printed in boldface upper and lower case letters. "See" and "See Also" cross-references are printed following both the main subject headings and subheadings as needed.

If the term you select does not coincide exactly with main subject headings and subheadings, you should look under synonymous terms.

SAMPLE ENTRY

The following illustration identifies the elements of a typical record and indicates their location.

Main Subject heading	**ROBOTICS See Also ARTIFICIAL INTELLIGENCE-Reviews: MATERIALS HANDLING-Manipulators; PIPE-Inspection; SERVOMECHANISMS; SYSTEMS SCIENCE AND CYBERNETICS; WELDING-Computer Interfaces; WELDING, ELECTRIC ARC.**	Cross Reference
Subheading	**Control Systems**	
Ei Monthly Abstract Number Abstract	**006720 HEURISTIC PLANNER AND AN EXECUTIVE FOR MOBILE ROBOT CONTROL. A path planner and an execution system are proposed for automatic indoor guidance. The planner creates a route plan in two levels of hierarchy. The first level selects doors to pass through, minimizing the total number of doors, and the other generates a near shortest trajectory inside a room. In order to reduce search space and computation time for the planning, heuristic pruning strategies are used in a path search procedure. The execution system performs hierarchical plan repair with regard to the plan levels against unexpected events by detecting obstacles. Simulation tests are conducted to evaluate its execution behavior with various representations of terrain, unknown obstacles, and an omnidirectional vehicle robot equipped with a sonic range finder for obstacle detection. The results exhibit the effectiveness of simple heuristic in combination with a sonic range finder that provides an adequate amount of data from multiple viewpoints. 14 refs**	Title of Article Number of References
Author's Name and Affiliation	**Ichikawa, Yoshiaki (Hitachi Ltd, Energy Research Lab, Hitachi, Jpn); Ozaki, Norihiko. IEEE Trans Syst Man Cybern v SMC-15 n 4 1985 p 558-563.**	Abbreviated Title, Volume Issue, Date and Pages of ** Source Publication

Author Index

Each issue of Engineering Index Monthly contains an author index alphabetically arranged by surname. The numbers following an author's name refer to the abstract number which precedes the title of each article abstracted in the Engineering Index Monthly.

Annual Cumulation

Abstracts appearing in the twelve issues of the Engineering Index Monthly for each calendar year are cumulated into a single, alphabetical sequence by main subject headings and subheadings. *A number translation index is also included since the abstract numbers in the Engineering Index Monthly are not the same as those found in the Engineering Index Annual.

PIE (Publications Indexed for Engineering) can also be found in each annual cumulation. PIE contains complete titles for the abbreviated titles found in the abstracts of Engineering Index Monthly. (see above sample entry**.) Please make sure to type the full title into the PAC to determine the location of your publication.

If you have any questions, please ask a Reference Librarian for assistance.

BEST COPY AVAILABLE

BIOLOGICAL AND AGRICULTURAL INDEX

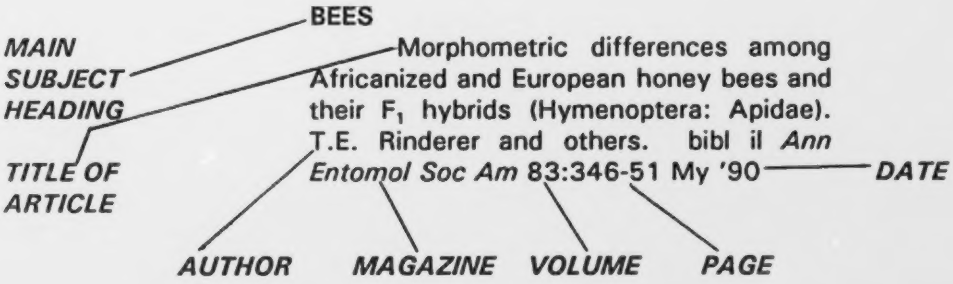
Biological and Agricultural Index is a cumulative subject index to English language periodicals in such fields as agriculture, economics, engineering and research, animal husbandry, biochemistry, biology, botany, ecology, entomology and a wide variety of other agricultural and biological topics. The index began as the Agricultural Index in 1960 and then changed to the Biological and Agricultural Index in 1964. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "***see***" and "***see also***" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

4) When you find an article which looks relevant, write down the citation, which includes title, author, periodical/magazine title, volume and issue number, page numbers, and date of the magazine. **(Be sure to check the list of abbreviations in front of the index to identify the full title of the periodical.)**



BEES

—Morphometric differences among Africanized and European honey bees and their F_1 hybrids (Hymenoptera: Apidae). T.E. Rinderer and others. bibl il *Ann Entomol Soc Am* 83:346-51 My '90

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. **BROWSE<B>** by **TITLE <T>** and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the Periodicals Desk in alphabetical order so a call number is not needed.

6) For more information about finding periodicals at the Auraria library, see the Library Use Guide entitled **Periodical Indexes: Finding Articles at Auraria Library**.

7) If you have any questions or problems in your information search, please ask at the Reference Desk for assistance. We are here to help you!!

APPLIED SCIENCE AND TECHNOLOGY INDEX

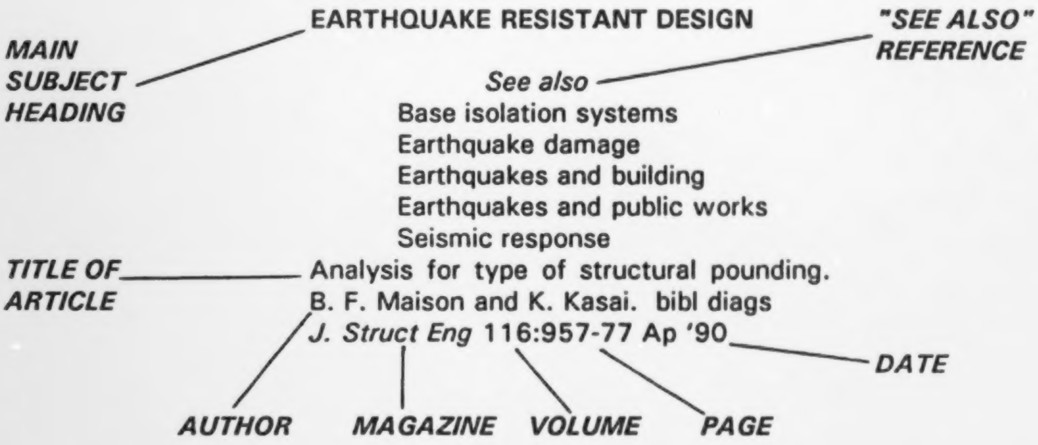
The Applied Science and Technology Index contains English language periodicals in engineering disciplines by subject. Book reviews, listed by author, are in a separate section at the back. This index began as the Industrial Arts Index in 1928 and then changed to Applied Science and Technology Index in 1958. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "***see***" and "***see also***" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

4) When you find an article which looks relevant, write down the citation, which includes title, author, periodical/magazine title, volume and issue number, page numbers, and date of the magazine. **(Be sure to check the list of abbreviations in front of the index to identify the full title of the periodical.)**



EARTHQUAKE RESISTANT DESIGN
See also
Base isolation systems
Earthquake damage
Earthquakes and building
Earthquakes and public works
Seismic response
Analysis for type of structural pounding.
B. F. Maison and K. Kasai. bibl diags
J. Struct Eng 116:957-77 Ap '90

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. **BROWSE<B>** by **TITLE <T>** and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the Periodicals Desk in alphabetical order so a call number is not needed.

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7) If you have any questions or problems in your information search, please ask at the Reference Desk for assistance. We are here to help you!!

ART INDEX

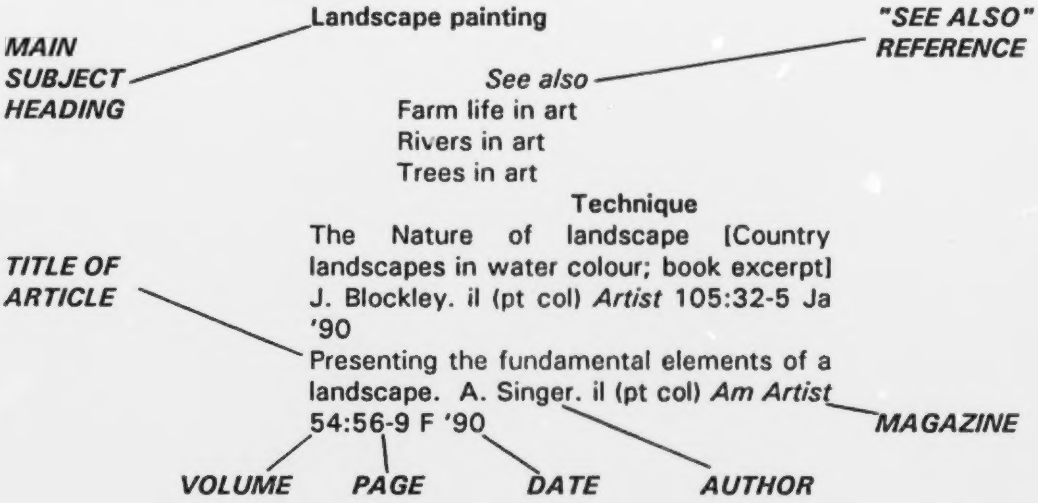
The Art Index is an index to domestic and foreign publications in such fields as architecture, art history, city planning, crafts, films, graphic arts, industrial design, interior design, landscape architecture, museology, photography, and related fields. This index starts with Volume 1, 1929 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "***see***" and "***see also***" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

4) When you find an article which looks relevant, write down the citation, which includes title, author, periodical/magazine title, volume and issue number, page numbers, and date of the magazine. **(Be sure to check the list of abbreviations in front of the index to identify the full title of the periodical.)**



Landscape painting

See also
Farm life in art
Rivers in art
Trees in art

Technique

The Nature of landscape [Country landscapes in water colour; book excerpt] J. Blockley. il (pt col) *Artist* 105:32-5 Ja '90

Presenting the fundamental elements of a landscape. A. Singer. il (pt col) *Am Artist* 54:56-9 F '90

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. **BROWSE<B>** by **TITLE <T>** and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the Periodicals Desk in alphabetical order so a call number is not needed.

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GENERAL SCIENCE INDEX

The General Science Index is a cumulative subject index to English language periodicals in such fields as astronomy, atmospheric science, biology, botany, chemistry, environment and conservation, genetics and other related science topics. Book reviews, listed by author, are in a separate section at the back. This index starts with Volume 1, 1978 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "*see*" and "*see also*" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

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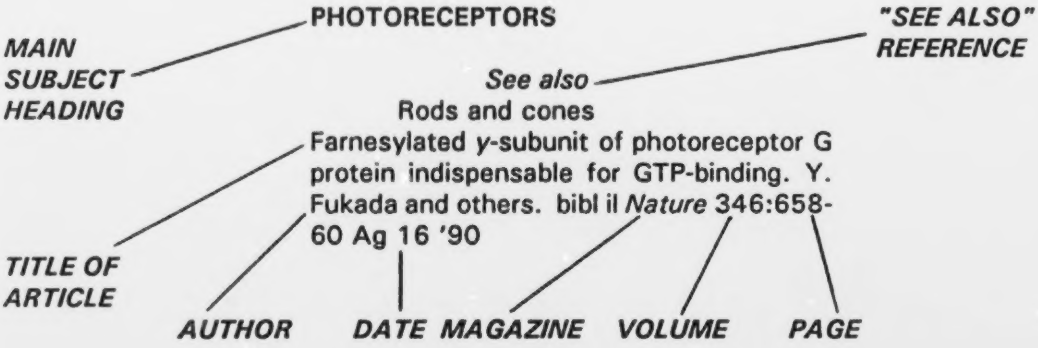

PHOTORECEPTORS
See also
Rods and cones
Farnesylated γ-subunit of photoreceptor G protein indispensable for GTP-binding. Y. Fukada and others. bibl il *Nature* 346:658-60 Ag 16 '90

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EDUCATION INDEX

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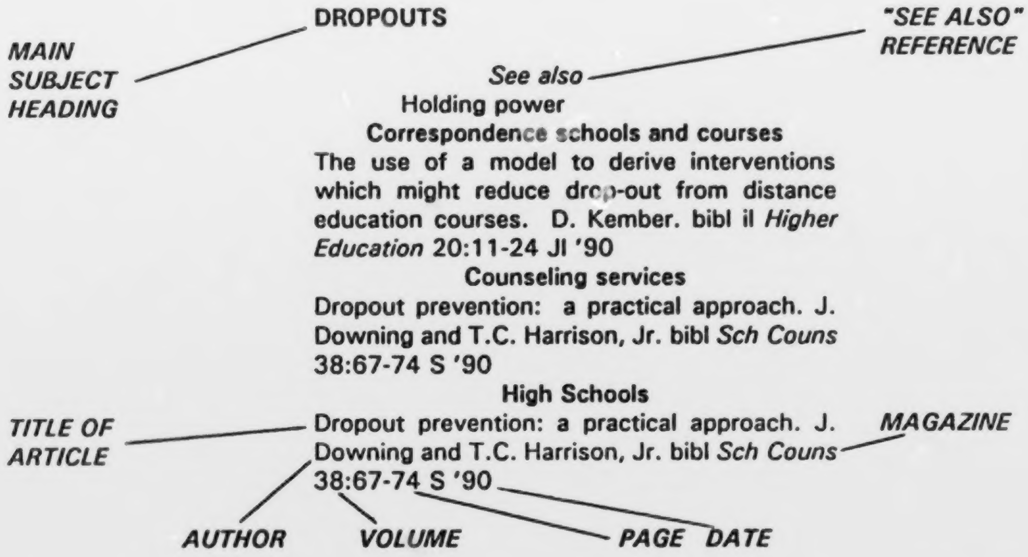

DROPOUTS

See also

Holding power

Correspondence schools and courses

The use of a model to derive interventions which might reduce drop-out from distance education courses. D. Kember. bibl il *Higher Education* 20:11-24 Jl '90

Counseling services

Dropout prevention: a practical approach. J. Downing and T.C. Harrison, Jr. bibl *Sch Couns* 38:67-74 S '90

High Schools

Dropout prevention: a practical approach. J. Downing and T.C. Harrison, Jr. bibl *Sch Couns* 38:67-74 S '90

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INDEX TO LEGAL PERIODICALS

Index to Legal Periodicals is an author and subject index to legal periodicals published in the United States. It also includes regularly published legal articles from Canada, Great Britain, Ireland, Australia and New Zealand. Yearbooks, annual institutes, and annual reviews of the work in a given field or on a given topic area also included. This index starts with volume 10, 1952 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "see" and "see also" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

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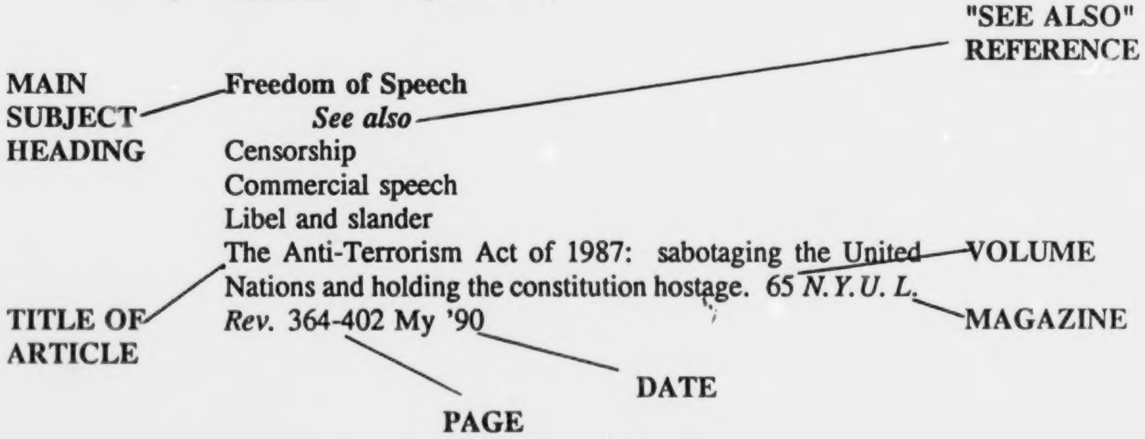

Freedom of Speech
See also
Censorship
Commercial speech
Libel and slander
The Anti-Terrorism Act of 1987: sabotaging the United Nations and holding the constitution hostage. 65 *N. Y. U. L. Rev.* 364-402 My '90

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. **BROWSE <B>** by **TITLE <T>** and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the periodicals Desk in alphabetical order so a call number is not needed.

6) For more information about finding periodicals at the Auraria library, see the Library Use Guide entitled **Periodical Indexes: Finding Articles at Auraria Library**.

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BIOGRAPHY INDEX

Biography Index is a guide to biographical material appearing in select periodicals, current books of individual and collective biography, and incidental biographical material in otherwise non-biographical books. There is an index to professions and occupations in the back of each issue. The index starts with Volume 1, 1946 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "*see*" and "*see also*" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

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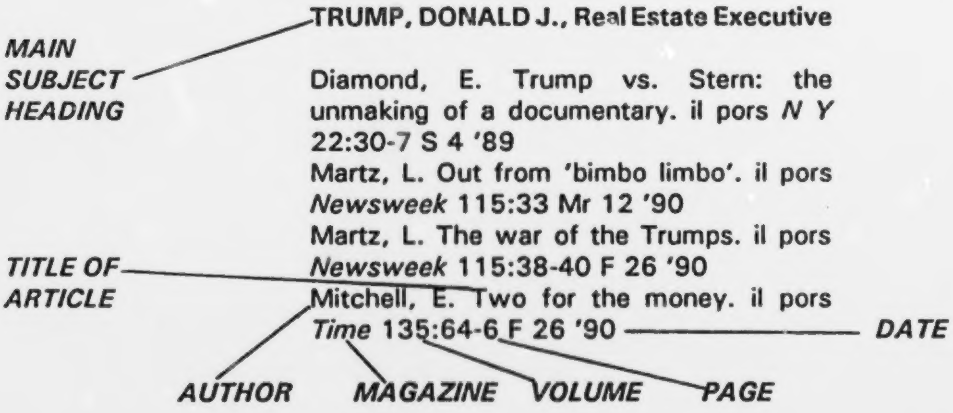

TRUMP, DONALD J., Real Estate Executive

Diamond, E. Trump vs. Stern: the unmaking of a documentary. il pors *N Y* 22:30-7 S 4 '89

Martz, L. Out from 'bimbo limbo'. il pors *Newsweek* 115:33 Mr 12 '90

Martz, L. The war of the Trumps. il pors *Newsweek* 115:38-40 F 26 '90

Mitchell, E. Two for the money. il pors *Time* 135:64-6 F 26 '90

5) To see if we have the periodical, go to the PAC terminal and get into the Auraria library's database. BROWSE<B> by TITLE <T> and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm or microfiche). As a general rule, the last three years of any periodical that we have are kept at the Periodicals Desk in alphabetical order so a call number is not needed.

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BUSINESS PERIODICALS INDEX

Business Periodicals Index is an index to English language periodicals in fields such as accounting, advertising and marketing, banking, computer technology, economics, insurance, public relations, and real estate. Book reviews, listed by author, are in a separate section at the back. This index starts with Volume 1, 1958 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "*see*" and "*see also*" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

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Consumer Research

"SEE ALSO" REFERENCE

MAIN SUBJECT HEADING

See also

Consumer behavior

SRI International. Values and Lifestyles Program Consumer evaluations of responses to complaints: what's fair and why. C. Goodwin and I. Ross. bibl tab *J Consum Mark* 7:39-47 Spr '90

TITLE OF ARTICLE

Portrait of a changing consumer [excerpt from The Shifting American marketplace] K. Dychtwald and G. Gable. *Bus Horz* 33:62-73 Ja-F '90

Report pegs U.K. consumers as most materialistic in Europe. V. Matthews. *Marketing* 95:15 Je 11 '90

DATE

AUTHOR ***MAGAZINE*** ***VOLUME*** ***PAGE***

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READERS' GUIDE TO PERIODICAL LITERATURE

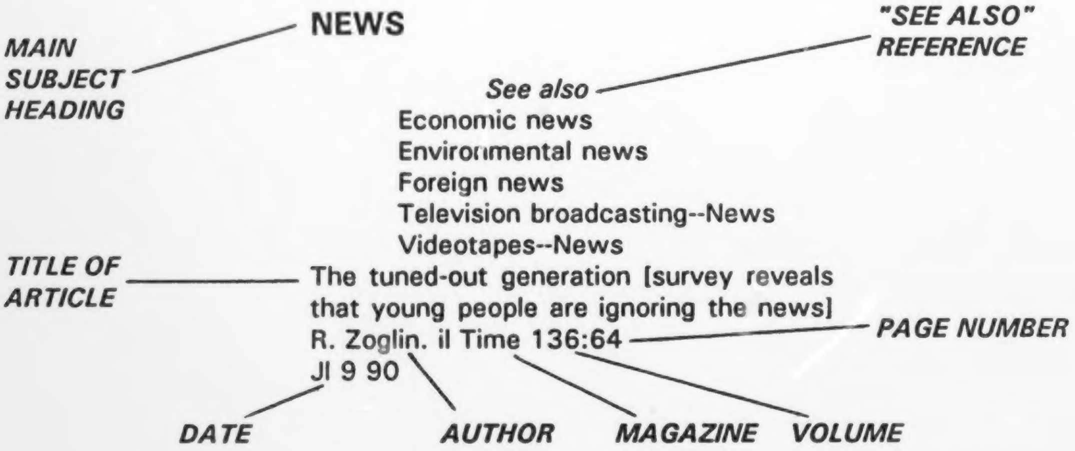
The Readers' Guide to Periodical Literature is an author and subject index to selected general interest periodicals published in the United States. Book reviews, listed by author, are in a separate section at the back. This index starts with Volume 1, 1900 and continues to the present. There is approximately a two-month time lag before the index appears.

1) Think of several ways to express the topic you are researching. Narrow the topic to one or more subject headings.

2) Look up these subject headings. Note any "***see***" and "***see also***" headings and check for articles under these as well. Watch for subheadings and see if they may be useful to your research.

3) If you find nothing, broaden your heading somewhat. If you find too much, narrow it. When looking for articles by a specific author, look under the last name first.

4) When you find an article which looks relevant, write down the citation, which includes title, author, periodical/magazine title, volume and issue number, page numbers, and date of the magazine. **(Be sure to check the list of abbreviations in front of the index to identify the full title of the periodical.)**



NEWS

See also
Economic news
Environmental news
Foreign news
Television broadcasting--News
Videotapes--News
The tuned-out generation [survey reveals that young people are ignoring the news] R. Zoglin. il Time 136:64 Jl 9 90

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RSG'S

RESEARCH STRATEGY GUIDES

RSG

RESEARCH STRATEGY GUIDE

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OVERVIEW

DOING RESEARCH FOR A PAPER OR SPEECH?

Why not try a Research Strategy Guide (RSG)? RSGs are available for a whole range of subject areas--from aviation to women's studies; there are 36 in all.

WHERE DO I START?

First, check the Subject Areas list (on the reverse side of this sheet) to see what fields of study are covered. If you haven't chosen a specific topic, check to see if an RSG exists for a general subject area that interests you. Intrigued by psychology? Choose RSG #29. Want to learn more about music? Choose #24.

If you have already decided on a topic but aren't sure where to begin your research, choose one or more RSGs which relate to your topic. For example, if your topic is "prison overcrowding," you might start with RSG #10, which covers Criminal Justice. Another choice for the same topic might be RSG #30, Public Administration. Remember that information on very broad topics, such as AIDS, will be found in a number of places, so the choice of RSG will depend on your approach.

WHAT'S THE STRATEGY?

The strategy suggested in the RSGs is a simple one. First, start with a source that provides you with a general overview of your topic, such as an encyclopedia. In the above example on prison overcrowding, the *Encyclopedia of Crime and Justice* from RSG #10 would be a good place to begin your research. An encyclopedia article can help you narrow and focus your topic.

Once you have narrowed your topic, you will then want to move on to the more in-depth information typically found in books and periodical articles. The RSGs give instructions for finding books on the CARL system, and they also suggest appropriate indexes to use to find journal articles on your topic.

WHAT'S MY NEXT STEP?

Once you have chosen one or more RSGs for your topic, you'll need to locate the sources listed. The RSGs assume basic knowledge of the library and its major collections: reference books, indexes, and so on. If you are new to the library, we suggest you take the audio tour, which can be checked out from the Media Distribution Desk with a current, valid Auraria ID; or ask at the Reference or Reserves Desks for the Auraria Library Handbook. If you have specific questions about your topic, consult with your instructor or with the staff at Reference. Good luck with your research!

RSG

RESEARCH STRATEGY GUIDE

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SUBJECT AREAS
LIBRARY RESEARCH

1. Aerospace/Aviation
2. Anthropology
3. Architecture
4. Art
5. Bioethics
6. Biology
7. Business
8. Communication/ Mass Media
9. Computer Science
10. Criminal Justice
11. Earth Sciences (Geology; Meteorology; Oceanography)
12. Ecology/Environment
13. Economics
14. Education
15. Ethnic Studies
16. General Science
17. Health Sciences/ Medicine/Nursing
18. History
19. Journalism
20. Law
21. Literature
22. Military Sciences
23. Modern Languages
24. Music
25. Parapsychology/ Occult
26. Philosophy
27. Physical Education/ Sports
28. Political Science
29. Psychology
30. Public Administration
31. Religion
32. Social Work
33. Sociology
34. Technology
35. Urban Studies
36. Women's Studies

RSG

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HISTORY

I. Find **GENERAL INFORMATION**: use the following:

Ref D9 W47 1983	*Macmillan Concise Dictionary of World History*
Ref D21 L27 1972	*Encyclopedia of World History*
Ref D410 F3	*Facts on File*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,Civil War), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,Berlin Wall; Malcolm X; Women in WWII).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS:** use the following:

Index AI3 H53	*Humanities Index*
Index E151 A447	*American History and Life*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., Hispanic history) and the word **INDEXES**.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

RSG

RESEARCH STRATEGY GUIDE

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9

COMPUTER SCIENCE

I. Find **GENERAL INFORMATION:** use the following:

Ref QA 76.15 C633 1988	*Computer Science Source Book*
Ref QA 76.15 E184 1987	*The Prentice-Hall Encyclopedia of Information Technology*
Ref TK 7804 M43 1988	*McGraw-Hill Encyclopedia of Electronics and Computers*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g.,artificial intelligence), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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____

II. Find information in BOOKS

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g., artificial intelligence; neural networks; history of computing).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index QA 76 C5854a	*ACM Guide to Computing Literature*
Index TA 145 A6	*Applied Science & Technology Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., electronics) and the word INDEXES.

Add other index titles here:

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Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

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RSG

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SUBJECT AREAS
LIBRARY RESEARCH

1. Aerospace/Aviation
2. Anthropology
3. Architecture
4. Art
5. Bioethics
6. Biology
7. Business
8. Communication/ Mass Media
9. Computer Science
10. Criminal Justice
11. Earth Sciences (Geology; Meteorology; Oceanography)
12. Ecology/Environment
13. Economics
14. Education
15. Ethnic Studies
16. General Science
17. Health Sciences/ Medicine/Nursing
18. History
19. Journalism
20. Law
21. Literature
22. Military Sciences
23. Modern Languages
24. Music
25. Parapsychology/ Occult
26. Philosophy
27. Physical Education/ Sports
28. Political Science
29. Psychology
30. Public Administration
31. Religion
32. Social Work
33. Sociology
34. Technology
35. Urban Studies
36. Women's Studies

RSG

RESEARCH STRATEGY GUIDE

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1

AEROSPACE/AVIATION

I. Find **GENERAL INFORMATION:** use the following:

Ref HE 9776 Z9 S54 1986	*The Airline Bibliography: the Salem College Guide to Sources on Commercial Aviation*
Ref TL 515 I44 1979	*The Illustrated Encyclopedia of Aviation*
Ref TL 515 T36 1984b	*Guinness Aircraft Facts & Feats*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g.,aviation), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,airlines; pilots; wind shear).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index HD 9711.5 A37	*Aviation Tradescan*
Index TA 145 A6	*Applied Science & Technology Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., aerospace) and the word **INDEXES**.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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2

ANTHROPOLOGY

I. Find GENERAL INFORMATION: use the following:

Ref GN11 W5	*Dictionary of Anthropology*
Ref GN315 H642	*Handbook of Social and Cultural Anthropology*
Ref GN281 E53	*Encyclopedia of Human Evolution and Prehistory*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,linguistics), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,Chaco Canyon; nonverbal behavior; group dynamics).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index H1 S62	*Social Science Index*
Index AI3 H53	*Humanities Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., folklore) and the word **INDEXES**.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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3

ARCHITECTURE

I. Find **GENERAL INFORMATION:** use the following:

A&P Ref NA31 E59	*Encyclopedia of Architecture*
A&P Ref NA31 H32	*Dictionary of Architecture and Construction*
A&P Ref NA40 C6	*Contemporary Architects*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,architecture), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using key words from your topic (e.g ,architectural acoustics; architectural drawings; [illegible]
2. When using PAC, note the "Other Entries" section of each book record for more key words to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

A&P Index NA2500 A66	*Architectural Index*
Index N5300 A78	*Art Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a WORD search using your subject field (e.g., architecture) and the word INDEXES.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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ART

I. Find **GENERAL INFORMATION:** use the following:

Ref N31 E533	*Encyclopedia of World Art (15 vols.)*
Ref N33 P68	*Praeger Encyclopedia of Art (5 vols.)*
Ref N33 O93 1988	Oxford Dictionary of Art

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,art), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g., artists' studios; art critics; cubism).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index N5300 A78	*Art Index*
Index L11 E34	*Education Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., art) and the word INDEXES.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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BIOETHICS

I. Find **GENERAL INFORMATION:** use the following:

Ref QH 332 E52	*Encyclopedia of Bioethics*
Ref QH 332 B53	*Bibliography of Bioethics*
Ref R 724 D53 1977	*Dictionary of Medical Ethics*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g.,animal rights), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,euthanasia; laboratory animals; genetic engineering).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index Q 1 G45	*General Science Index*
Index AI 3 H53	*Humanities Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., biology) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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BIOLOGY

I. Find **GENERAL INFORMATION:** use the following:

Ref QH 13 G7 1970	*Encyclopedia of the Biological Sciences*
Ref QH 13 H38 1989	*Henderson's Dictionary of Biological Terms*
Ref QH 307.2 C26 1985	*The Cambridge Encyclopedia of Life Science*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g.,zoology), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,Whales: Endangered Species).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index S 493 A46	*Biological & Agricultural Index*
Index Q 1 G45	*General Science Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the **PAC** system to find other indexes: Do a **WORD** search using your subject field (e.g., zoology) and the word INDEXES.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word **STATISTICS**.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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BUSINESS

I. Find **GENERAL INFORMATION:** use the following:

Ref HG 151 M8	*Encyclopedia of Banking and Finance*
Ref HD 30.15 E49	*Encyclopedia of Management*
Ref HF 1001 .T43	*Dictionary for Business and Finance*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar, books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,business), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,European community trade; product management; mergers).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index HF 5001 .B983	*Business Periodical Index*
Index HG1 .W26	*Wall Street Journal Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., business) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* (latest copy at Reference Desk)
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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COMMUNICATION

I. Find **GENERAL INFORMATION:** use the following:

Ref P 87.5 I5	*International Encyclopedia of Communications*
Ref P 87.5 W45	*Webster's New World Dictionary of Media and Communications*
2d f1 P 87 C5974	*Communications Yearbook*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,communications), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,persuasion; propaganda; mass media).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index P 87 C59733	*Communication Abstracts*
Index L 11 E34	*Education Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a WORD search using your subject field (e.g., communication) and the word INDEXES.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a WORD search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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CRIMINAL JUSTICE

I. Find **GENERAL INFORMATION:** use the following:

Ref HV 6025 D43 1988	DeSola, Ralph *Crime Dictionary* (revised and expanded edition)
Ref HV 6017 E52 1983	*Encyclopedia of Crime and Justice* (4 volumes)
Ref HV 7901 E53 1989	*Encyclopedia of Police Science*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,crime and criminals), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,capital punishment; juvenile delinquency; police).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index H 1 S62	*Social Sciences Index*
Index HV 6001 C68	*Criminal Justice Periodical Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., police) and the word **INDEXES**.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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EARTH SCIENCE

I. Find **GENERAL INFORMATION:** use the following:

Ref GC 9 M32	*McGraw-Hill Encyclopedia of Oceans and Atmospheric Sciences*
Ref QE 26.2 C35 1981	*Cambridge Encyclopedia of Earth Sciences*
Ref Q 123 B35 1986	*Hammond Barnhardt Dictionary of Science*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,geology), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,ozone; global warming; mining).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index Q 1 G45	*General Science Index*
Index TA 145 A6	*Applied Science & Technology Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a WORD search using your subject field (e.g., geology) and the word INDEXES.

Add other index titles here:

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IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a WORD search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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ECOLOGY/ENVIRONMENT

I. Find **GENERAL INFORMATION**: use the following:

Ref QH 307.2 C36 1985	*Cambridge Encyclopedia of Life Sciences*
Ref GF 4 C66 1977	*Glossary of the Environment*
Ref TD 9 E5	*Encyclopedia of Environmental Science and Engineering*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,pollution), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

II. Find information in BOOKS

Use the PAC system:

1. Do a 'WORD search, using keywords from your topic (e.g., recycling, conservation, acid rain).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS:** use the following:

Index H 1 P9	*PAIS (Public Affairs Information Service)*
Index *S* *493* *A46*	Biological & Agricultural Index

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., Environment) and the word **INDEXES.**

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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ECONOMICS

I. Find **GENERAL INFORMATION:** use the following:

Ref H 40 A2 I5 1972	*International Encyclopedia of the Social Sciences*
Ref HC 103 E52	*Encyclopedia of American Economic History*
Ref HC 59 W643 1987	*World Economic Data*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. **Use the PAC system. Enter your subject field (e.g.,economics), and one of the following words:**

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,consumer behavior; business cycles; money history).
2. When using PAC, note the "Other Entries" section of each [illegible]

III. Find information in **PERIODICALS**: use the following:

Index H 1 S62	*Social Sciences Index*
Index HB 1 J6	*Journal of Economic Literature*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., economics) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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EDUCATION

I. Find **GENERAL INFORMATION:** use the following:

Ref LB 17 I56 1987	*International Encyclopedia of Teaching and Teacher Education*
Ref LB 15 E47	*Encyclopedia of Education*
Ref LB 1028 E57	*Encyclopedia of Educational Research*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,education), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,educational vouchers; educational reform; magnet schools).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS:** use the following:

Index L 11 E34	*Education Index*
Index LB 1025.2 C3	*Current Index to Journals in Education*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the ERIC (Educational Resources Information Center) database on CD-ROM located near the Reference Desk.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

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ETHNIC STUDIES

I. Find **GENERAL INFORMATION:** use the following:

Ref E 185 N385 1989	*The Negro Almanac: A Reference Work on the African American*
Ref E 184 M5 M453	*Dictionary of Mexican American History*
Ref E 76.2 H36	*Handbook of North American Indians*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,minorities), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a "WORD" search, using keywords from your topic (e.g.,Asian Americans; race discrimination; minority business enterprises).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index H 1 S62	*Social Sciences Index*
Index E 184 M5 C444	*Chicano Periodical Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., Afro-Americans) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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GENERAL SCIENCE

I. Find **GENERAL INFORMATION:** use the following:

Ref Q 121 M3	*McGraw-Hill Encyclopedia of Science and Technology*
Ref Q 123 B35 1986	*Hammond Barnhart Dictionary of Science*
Ref Q 123 C482 1988	*Chambers Science & Technology Dictionary*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,physics), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,Superconductivity; Cold Fusion).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index Q 1 G45	*General Science Index*
Index TA 145 A6	*Applied Science & Technology Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., physics) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac*** ***(latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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HEALTH SCIENCES
MEDICINE/NURSING

I. Find **GENERAL INFORMATION**: use the following:

Ref RC81 .N515 1987	*The New Complete Medical and Health Encyclopedia*
Ref R121 .M892 1990	*Mosby's Pocket Dictionary of Nursing, Medicine, and Allied Health*
Ref R129 .Z9 E54 1987	*Encyclopedia of Health Information Sources*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. **Use the PAC system. Enter your subject field (e.g.,nursing), and one of the following words:**

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g.,terminal care of cancer patients; AIDS; costs of medical care).
2. When using PAC, note the "Other Entries" section of each book record [illegible]

III. Find information in **PERIODICALS**: use the following:

Index R129 .I422	Cumulated Abridged Index Medicus*Index*
Index *RT41* *.C8*	*Cumulated Index to Nursing and Allied Health Literature*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., nursing) and the word **INDEXES**.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref **HA** **202** **A36**	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref **AY** **67** **N5 W7**	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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JOURNALISM

I. Find **GENERAL INFORMATION:** use the following:

Ref PN 4855 P26	*Encyclopedia of American Journalism*
Ref PN 4728 K4	*Language of Journalism*
Ref PN 4735 W6	*World Press Encyclopedia*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,journalism), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,censorship; freedom of the press; newspapers).
2. When using PAC, note the 'Other Entries' section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index L 11 E34	*Education Index*
Index P 87 C59733	*Communication Abstracts*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., journalism) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref **HA** **202** **A36**	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref **AY** **67** **N5 W7**	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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LAW

I. Find **GENERAL INFORMATION:** use the following:

Ref KF 156 G77 1983	*The Guide to American Law*
Ref KF 386 W4 1988	*Summary of American Law*
Ref KF 299 P8 O25 1989	*Public Interest Law Groups*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. **Use the PAC system. Enter your subject field (e.g.,law), and one of the following words:**

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a WORD search, using keywords from your topic (e.g., legal ethics; trial practice; jury).
2. When using PAC, note the "Other Entries" [illegible]

III. Find information in **PERIODICALS**: use the following:

Index H 1 S62	*Social Sciences Index*
Index H 1 P9	*PAIS: Public Affairs Information Service Bulletin*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., law) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref **HA** **202** **A36**	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref **AY** **67** **N5 W7**	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

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LITERATURE

I. Find **GENERAL INFORMATION:** use the following:

Ref PR 19 D73	*Oxford Companion to English Literature*
Ref PS 21 H3	*Oxford Companion to American Literature*
Ref PN 771 C59	Contemporary Literary Criticism

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g., English literature or American literature), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Enter the **NAME** of your author, then **ADD** the word criticism.

III. Find information in **PERIODICALS**: use the following:

Index AI 3 H853	*Humanities Index*
Index P 1 M642	*MLA International Bibliography*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., English Literature; American literature) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref AE 5 W55	*World Book Encyclopedia*

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MILITARY SCIENCE

I. Find **GENERAL INFORMATION:** use the following:

Ref U24 D474 1988	*Department of Defense Dictionary of Military Terms*
Ref U24 .S47 1989	*Facts on File Dictionary of Military Science*
Ref U42 .E533 1989	*Encyclopedia of 20th Century Warfare*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,military science), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,weapons; warfare; intelligence).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index UG633 .A1 A497	*Air University Library Index to Military Periodicals*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., military) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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MODERN LANGUAGES

I. Find **GENERAL INFORMATION:** use the following:

Ref PN 501 E9	*European Writers*
Ref PN 7715 W28	*Longman Companion to Twentieth Century Literature*
Ref Z 1224 C6	*Contemporary Authors*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,European literature; African literature), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,French literature; Spanish literature).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index AI 3 H853	*Humanities Index*
Index PL 11 M642	*MLA International Bibliography*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., European literature; African literature) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref **HA** **202** **A36**	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref **AY** **67** **N5 W7**	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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MUSIC

I. Find **GENERAL INFORMATION:** use the following:

Ref ML102 M88 G7	*New Grove Dictionary of Music*
Ref ML100 A64	*Harvard Dictionary of Music*
Ref ML105 B16	*Baker's Biographical Dictionary of Musicians*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,music), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,electronic music; music business; jazz).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index ML118 M84	*Music Index*
Index AI3 R48	*Reader's Guide to Periodical Literature*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., music) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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PARAPSYCHOLOGY AND THE OCCULT

I. Find **GENERAL INFORMATION**: use the following:

Ref BF 1407 E52	*Encyclopedia of Occultism and Parapsychology*
Ref BF 1411 M25 1985	*Man, Myth and Magic*
Ref. BF 1407 C34	*Dictionary of the Occult and Paranormal*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. **Use the PAC system. Enter your subject field (e.g.,occultism), and one of the following words:**

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,witchcraft; mental healing; psychic ability).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index AI3 H53	*Humanities Index*
Index BF 1 P65	*Psychological Abstracts*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., parapsychology and the word **INDEXES**), or ask a librarian to recommend other indexes.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word **STATISTICS**.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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PHILOSOPHY

I. Find **GENERAL INFORMATION**: use the following:

Ref B41 E5	*Encyclopedia of Philosophy*
Ref B41 D53 1983	*Dictionary of Philosophy*
Ref CB5 D52	*Dictionary of the History of Ideas*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,ethics), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,business ethics; aesthetics; critical thinking).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS:** use the following:

Index GV201 .P534	*Physical Education Index*
Index L11 .E34	*Education Index*

Need more information in periodicals? Try the following techniques:

1. **Look on the index shelves near the indexes listed above.**
2. **Use the PAC system to find other indexes: Do a WORD search using your subject field (e.g., physical education) and the word INDEXES.**

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S. (latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac (latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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PHYSICAL EDUCATION OR SPORTS

I. Find **GENERAL INFORMATION:** use the following:

Ref GV581 .S65	*Sports Encyclopedia North America*
Ref GV567 .E49	*Encyclopedia of Physical Education, Fitness, and Sports*
Ref GV731 .S75	*Sports Rules Encyclopedia*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g., sports), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g., sports for women; biofeedback training; sports medicine).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS:** use the following:

Index AI3 H53	*Humanities Index*
Index B1 P485	*Philosophers Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., philosophy) and the word INDEXES.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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POLITICAL SCIENCE

I. Find GENERAL INFORMATION: use the following:

Ref JK 9 S42 1988	Shafritz, Jay M. *Dorsey Dictionary of American Government and Politics*
Ref JK 1067 C67 1988	*Congress A to Z*
Ref JN 1 E85	*Europa World Yearbook*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,political science), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in BOOKS

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,politics government (name of country); elections; politicians).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS:** use the following:

Index H 1 S62	*Social Sciences Index*
Index H 1 P9	*Public Affairs Information Service Bulletin (P.A.I.S)*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., political science) and the word **INDEXES.**

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.* *(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac* *(latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

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PSYCHOLOGY

I. Find **GENERAL INFORMATION**:, use the following:

Ref BF31 E521	*Encyclopedia of Psychology*
Ref BF31 E555	*Encyclopedic Dictionary of Psychology*
Ref BF31 W64	*Dictionary of Behavioral Science*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,psychology), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,memory; stress; personality).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index H1 S62	*Social Sciences Index*
Index BF1 P65	*Psychological Abstracts*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., psychology) and the word **INDEXES**.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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PUBLIC AFFAIRS

I. Find **GENERAL INFORMATION**: use the following:

Ref H 97 E6 1983	*Encyclopedia of Policy Studies*
Ref H 97 K78 1987	*Public Policy Dictionary*
Ref JA 61 C47 1988	Chandler, Ralph C. and Jack C. Plano *Public Administration Dictionary* 2nd ed.

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. **Use the PAC system. Enter your subject field (e.g.,public administration), and one of the following words:**

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,local government; civil service; public expenditures).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index H 1 S62	*Social Sciences Index*
Index H 1 P9	*Public Affairs Information Service Bulletin (P.A.I.S)*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., public administration) and the word **INDEXES**.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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RELIGION

I. Find **GENERAL INFORMATION**: use the following:

Ref BL31 .E46 1987	*Encyclopedia of Religion*
Ref BL31 .E5	*Encyclopedic Dictionary of Religion*
Ref BR118 .E67 1989	*Moody Handbook of Theology*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g.,religion), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,Buddhism; mythology; morality).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index AI3 H53	*Humanities Index*
Index H1 S62	*Social Sciences Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., humanities) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	*Statistical Abstract of the U.S.* *(latest copy at Reference Desk)*
Ref AY 67 N5 W7	*World Almanac* *(latest copy at Reference Desk)*
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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SOCIAL WORK

I. Find **GENERAL INFORMATION**: use the following:

Ref HV 35 S6 1987	*Encyclopedia of Social Work (18th edition)*
Ref HV 91 M43 1987	*A Guide to Information Sources for Social Work and the Human Services*
Ref H 40 A2 I5 1972	*International Encyclopedia of the Social Sciences.*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,social service), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,homeless; stepfamilies; hospices).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index H 1 S62	*Social Sciences Index*
Index HM 1 S67	*Sociological Abstracts*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., sociology) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.* *(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac* *(latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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SOCIOLOGY

I. Find **GENERAL INFORMATION:** use the following:

Ref H 40 A2 I5 1972	*International Encyclopedia of the Social Sciences*
Ref HM 17 M32	*The MacMillan Student Encyclopedia of Sociology*
Ref HM 17 E5 1981	*Encyclopedia of Sociology*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,sociology), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,deviant behavior; crowds; single-parent family).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index H• 1 S62	*Social Sciences Index*
Index HV 1 A2	*Social Work Research & Abstracts*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., social sciences) and the word INDEXES.

Add other index titles here:

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IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word **STATISTICS.**
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.* *(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac* *(latest copy at Reference Desk)***
Ref AE 5 W55	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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TECHNOLOGY

I. Find **GENERAL INFORMATION:** use the following:

Ref Q 121 M3	*McGraw-Hill Encyclopedia of Science & Technology*
Ref TA 9 M35 1984	*Dictionary of Engineering*
Ref TA 9 M36 1983	*McGraw-Hill Encyclopedia of Engineering*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.

2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.

3. Use the PAC system. Enter your subject field (e.g.,energy), and one of the following words:

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,earthquake engineering; robotics; satellites).

2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in PERIODICALS: use the following:

Index TA 145 A6	*Applied Science & Technology Index*
Index Q 1 G45	*General Science Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., energy) and the word INDEXES.

Add other index titles here:

IV. Locate SINGLE FACTS

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref HA 202 A36	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref AY 67 N5 W7	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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URBAN STUDIES

I. Find **GENERAL INFORMATION**: use the following:

Ref H 41 S63 1985	*Social Science Encyclopedia*
Ref HT 166 E5 1974	*Encyclopedia of Urban Planning*
Ref JK 2408 E44 1988	*State and Local Government Political Dictionary*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. **Use the PAC system. Enter your subject field (e.g.,cities and towns), and one of the following words:**

   Encyclopedia
   Dictionaries
   Handbooks

Add other titles here:

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II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,urban renewal; urban poor; urban transportation).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index H 1 S62	Social Sciences Index
Index H 1 P9	*Public Affairs Information Service Bulletin (P.A.I.S.)*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a **WORD** search using your subject field (e.g., cities and towns) and the word **INDEXES**.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word **STATISTICS**.
3. Consult one of the following, or similar materials in the same call number area:

Ref **HA** **202** **A36**	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref **AY** **67** **N5 W7**	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

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WOMEN'S STUDIES

I. Find **GENERAL INFORMATION:** use the following:

Ref HQ 1115 .W645 1989	*Women's Studies Encyclopedia*
Ref H 41 S63 1985	*The Social Science Encyclopedia*
Ref HV 35 S6 1987	*Encyclopedia of Social Work*

Need more information? Try the following techniques:

1. Consult a Library Use Guide on your subject.
2. Look on the shelf next to and near the books listed. There may be other, similar books nearby with helpful information.
3. Use the PAC system. Enter your subject field (e.g.,women), and one of the following words:

    Encyclopedia
    Dictionaries
    Handbooks

Add other titles here:

II. Find information in **BOOKS**

Use the PAC system:

1. Do a **WORD** search, using keywords from your topic (e.g.,women; feminism; sexism).
2. When using PAC, note the "Other Entries" section of each book record for more keywords to enter into the PAC system.

III. Find information in **PERIODICALS**: use the following:

Index HQ 1101 .W65	*Women Studies Abstracts*
Index H 1 S62	*Social Sciences Index*

Need more information in periodicals? Try the following techniques:

1. Look on the index shelves near the indexes listed above.
2. Use the PAC system to find other indexes: Do a WORD search using your subject field (e.g., women) and the word INDEXES.

Add other index titles here:

IV. Locate **SINGLE FACTS**

If you need a particular fact or statistic (e.g., a person's birth date; the number of deaths due to motorcycle accidents each year; the amount of money spent in AIDS research), try the following techniques:

1. Consult the sources listed on this guide.
2. Use PAC: Do a **WORD** search, using your subject (e.g., AIDS) and the word STATISTICS.
3. Consult one of the following, or similar materials in the same call number area:

Ref **HA** **202** **A36**	***Statistical Abstract of the U.S.*** ***(latest copy at Reference Desk)***
Ref **AY** **67** **N5 W7**	***World Almanac*** ***(latest copy at Reference Desk)***
Ref *AE* *5* *W55*	*World Book Encyclopedia*

4. Talk to your professor or to a librarian at the Reference Desk.

LUGS

LIBRARY USE GUIDES

THE ARCHITECTURE AND PLANNING LIBRARY

The Auraria Library established the Architecture & Planning Branch Library in 1979 as part of the library's mission to provide quality information services to the Auraria campus and the community. The collection in this library is comprised of material on architecture, landscape architecture, interior design, urban design, and planning/community development. All users of the Auraria Library may check out material from the Architecture & Planning Library with a student I.D. card. In some cases, the length of time items may be checked out will vary from the main library.

The A & P Library is located on the fourth floor of the University of Colorado Administration Building (formerly the Dravo Building), 1250 14th Street (mailing address: Lawrence at 11th Street, Denver, CO 80204). Phone: (303) 556-2722.

During spring and fall semester, the Architecture & Planning Library is open as follows:

Monday - Thursday	10:00 am - 8:00 pm
Friday	10:00 am - 4:00 pm
Saturday	9:00 am - 4:00 pm
Sunday	Noon - 4:00 pm

Hours are subject to change. Please call for current hours. Summer Session and break hours as announced.

This Library Use Guide outlines selected resources available in the Architecture & Planning Library. Many of these resources, or resources providing similar information, can be found in other libraries as well. For assistance with research in this library, please contact Bob Wick, Fine Arts and Architecture Librarian, x2438.

PUBLIC ACCESS CATALOG (PAC)

Books, slides, and government publications available in the Architecture & Planning Library may be identified in the Public Access Catalog (PAC) provided by the CARL system. This computer catalog also lists materials owned in the Auraria Library and a number of other Colorado and regional libraries. All items located in the Architecture & Planning Library are designated by the abbreviation "A & P."

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Material may be located on the computer by searching titles or subjects <WORD>, authors <NAME>, or in the <BROWSE> mode for unique titles, call numbers, or series. Most words related to your subject will work in the computer, but to insure that all the material on a particular subject are being located, consult the Library of Congress Subject Headings located near the PAC terminals. For additional information on using PAC, please consult the Library Use Guide entitled "PAC Facts."

The PAC system may be used away from the library through the use of a personal computer and a modem. Please consult the Library Use Guide entitled "PAC: Using the Public Access Computer Away from the Library."

LIBRARY OF CONGRESS CLASSIFICATION

The majority of the resources in the Architecture & Planning Library may be found in the following Library of Congress classifications:

HT	Social and economic aspects of city planning, regional planning, and urban renewal
NA	Architecture
NK 1700-3505	Interior design
SB 451-485	Landscape architecture
TH	Building Construction

Other books pertaining to architecture and planning, especially those pertaining to a specific place, building, or building type, may be classified under other numbers, but they are also housed in the Architecture & Planning Library.

PERIODICALS

The Architecture & Planning Library has current subscriptions to over ninety journals in the areas of architecture, interior design, landscape architecture, urban design, and planning and community development. They are housed in the A & P Library and the main Auraria Library. A list of architecture and planning journals is available at the A & P Library and also on the PAC computer in the UnCover database.

PERIODICAL INDEXES

To identify articles in periodicals and journals, it is necessary to use indexes or abstracts. The major architectural and planning indexes are subscribed to by the A & P Library including *Architectural Index, Art Index*, and the *Avery Index*. In addition, beginning in 1989, a new database called UnCover, which provides additional article access, was added to the PAC system. (The UnCover database only includes articles in journals received by the CARL and other associate libraries.)

INDEX NA 2500 A66	*Architectural Index*. Boulder, CO: Architectural Index, 1950-. Published annually, this index offers access to only the most common design magazines such as *Architectural Record, Interior design,* and *Landscape Architecture*. Articles about a specific building are indexed under the general building type and cross-indexed under architect or designer and locations (state or foreign country).
INDEX NA1 A1 A7	*Architectural Periodicals Index*. London: RIBA Publications, 1973-. This index is designed as an up-to-date general, though selective, index to some 450 of the world's design periodicals. It is published quarterly; the fourth issue constitutes a cumulation of the year's contents. The fields covered in *API* include architecture and allied arts, construction technology, design and environmental studies, landscape, planning, and relevant research. Book reviews, letters, and news items are generally omitted, but obituaries of architects are included. The *API* is an alphabetically arranged subject index with headings derived from *Architectural Keywords* (REF NA31 A77 1982).
INDEX N 5300 A78	*Art Index*. New York: H.W. Wilson Co., 1929- . The *Art Index* is an index to domestic and foreign publications. Although it is primarily a periodical index, yearbooks and museum bulletins are included. The main body of the Art Index consists of subject and author entries to publication articles arranged in one alphabet. In addition, there is an author listing of citations to book reviews. Subject areas indexed include archeology, architecture, art history, city planning, crafts, fine arts, graphic arts, industrial design, interior design, landscape architecture, museology, photography and art films, and related fields. **(The A & P Library has *Art Index* beginning in 1973. Earlier volumes are available at the main library.)**
INDEX NA 2500 C6	Columbia University. Avery Architectural Library. *Avery Index to Architectural Periodicals*. Second edition. Boston: G.K. Hall, 1973. First Supplement, 1975; Second Supplement, 1977; Sixth Supplement, 1985. This is a photomechanical reproduction of the card index of periodical literature in the Avery Library. The crucial American periodicals, *American Architect, Architectural Forum, Architectural Record,* and *Progressive Architecture,* have been indexed in their entirety back to their founding (1876, 1892, 1891, and 1920, respectively.) The key

English architectural periodical *Architectural Review* has also been back-indexed.

ENCYCLOPEDIAS

REF TH9 E48 1988	Cowan, Henry J., ed. *Encyclopedia of Building Techniques*. Englewood Cliffs, NJ: Prentice Hall, 1988. This book is intended to provide information for architects, engineers, and others interested in building technology, particularly on subjects outside their field of specialization. This volume contains 210 articles by 161 contributors, including some of the most distinguished authorities in the field of building technology. A bibliography follows each article.
REF N 31 E533	*Encyclopedia of World Art*. New York: McGraw-Hill, 1968. This 15-volume set examines all areas of art including architecture. Each subject is provided with a bibliography, and articles are signed.
REF SB429.25 O95 1986	Goode, Patrick, ed. *The Oxford Companion to Gardens*. Oxford: Oxford University Press, 1986. This *Companion* is the first comprehensive work to deal with the art of garden design on a world-wide scale from the earliest records of civilization to the present day. The work is concerned with locating and describing gardens, their design, construction, geography, climate, and ethnic and social factors. Includes many color illustrations.
REF NA 2520 G94 1897e	Gwilt, Joseph. *The Encyclopedia of Architecture, Historical, Theoretical and Practical*. New York: Crown, 1982. (Reprint of 1867 edition.) Joseph Gwilt's *Encyclopedia* was first published in London in 1842 and provides a summation of the entire field of endeavor that designed and built a world. The work is heavily illustrated and well documented. Many of its articles have become classics in that they provide the basics for more recent scholarship.
REF NA 705 H86	Hunt, William Dudley. *Encyclopedia of American Architecture*. New York: McGraw-Hill, 1980. This volume contains 202 articles including terms, practitioners of architecture, materials, and famous examples of built form.

REF NA 202 S76 1978	Stierlin, Henri. *Encyclopedia of World Architecture*. New York: Facts on File, 1977. A reference exploring and illustrating the architectural developments of the world from ancient Egypt to the present. Numerous building plans and photographs of finished works are shown, many in color.
REF NA 680 E49 1986	*The Thames and Hudson Encyclopedia of 20th Century Architecture*. New York: Harry N. Ahrams, Inc., 1986. This volume contains 490 illustrations/photographs plus brief written entries focusing on biographies, surveys of architectural developments in individual countries, and overviews of movements, groups, and stylistic trends in the 20th century.
REF NA 31 E59	Wilkes, Joseph A., ed. *Encyclopedia of Architecture: Design, Engineering, and Construction*. New York: Wiley, 1988. (4 volumes planned) This set is the most comprehensive encyclopedia of architecture recently published. It includes all aspects of architecture and engineering from the standpoints of design, education, regulation, and other myriad aspects of the profession, as well as the construction industry as a whole, including the technologies and laws involved. Articles are generally detailed with bibliographies at the end.

DICTIONARIES

REF NA 31 C63 1986	Cowan, Henry J. *Dictionary of Architecture and Building Technology*. London, New York: Elsenier Applied Science Publications, 1986. Based on an earlier work in 1973, this dictionary covers the field of architectural science, building science, and technology. Topics covered include structure, materials, acoustics, lighting, thermal environment, sun control, building services, scientific management studies, and architectural computing.
REF NA 31 F55 1980	Fleming, John. *The Penguin Dictionary of Architecture*. Third edition. New York: Penguin Books, 1980. This is one of the most popular dictionaries of architectural terms. It covers most aspects of architecture with longer sections on Australian, Canadian, South African, and American architecture. The work contains few illustrations.

REF NA 31 H32	Harris, Cyril M. *Dictionary of Architecture and Construction.* New York: McGraw-Hill, 1975. The terms defined in this dictionary provide the basic language of communication in the professions of architecture and construction. Over 1700 drawings illustrate the book.
REF SB 469.25 M67 1987	Morrow, Baker H. *A Dictionary of Landscape Architecture.* Albuquerque: University of New Mexico, 1987. This work provides short definitions concerning landscape design and construction. It also provides more detailed overviews on national landscape styles, e.g., Canada, New Zealand, Australia, etc.
REF NK 1165 P4	Pegler, Martin M. *The Dictionary of Interior Design.* New York: Fairchild Publications, 1983. An illustrated dictionary containing terminology, styles, and designers.

BIBLIOGRAPHIES

Bibliographies provide a list of resources (books, articles, etc.) published on a specific subject. They may be entire books or they may appear at the end of articles, books, or book chapters. The bibliographies listed here are examples of general architecture and planning resource guides. There are numerous other bibliographies on specific subjects, including designers, building types, and periods and styles of design. These may be located in the PAC computer by adding the word "bibliography" to a WORD search, e.g., Landscape Architecture + Bibliography, Frank Lloyd Wright + Bibliography.

REF NA 2750 B35 1984	Bamford, Lawrence Von. *Design Resources: A Bibliographic Guide to Architecture and Design Information.* Jefferson, North Carolina: McFarland and Co., 1984. A guide to current information resources in architecture and design, this volume is divided into three main categories: printed resources, nonprint resources, and research services.
REF Z 5941 E38 1984	Ehresmann, Donald L. *Architecture: A Bibliographic Guide to Basic Reference Works, Histories, and Handbooks.* Littleton, CO: Libraries Unlimited, Inc., 1984. A guide to current information resources in architecture and design, this volume is divided into three main categories: printed resources, nonprint resources, and research services.

REF NA I5 1983	*Information Sources in Architecture*. London: Butterworths, 1983. This volume reviews current information resources covering the whole of the design and construction process. The contents are somewhat oriented toward British sources.
REF SB 472 P67 1987	Powell, Antoinette Paris. *Bibliography of Landscape Architecture, Environmental Design, and Planning*. Phoenix: Oryx Press, 1987. This is a major bibliography concerned with recent sources in planning and landscape architecture. Entries are detailed and contain all bibliographic information necessary to obtain desired material.
REF Z 5941 S48 1981	Sharp, Dennis. *Sources of Modern Architecture: A Critical Bibliography*. Second Edition. Westfield, NJ: Eastview Editions, 1981. This is a biographically arranged list of the major architects and their contributions to modern architecture. Each entry contains a brief biography along with important works by and about each architect. Also contained are list of major architectural periodicals.
REF NA 25 Z9 A7 No. 2117	Vance, Mary A. *New Publications for Architecture Libraries*. Monticello, IL: Vance Bibliographies, 1988. This is one of the many Vance bibliographies concerned with architecture. Also received by the library are many additional and specific bibliographies concerning landscape, planning, and individual architects and planners. They may be searched on PAC by subject or, to see all of them, by series.
REF NA 208.9 W62 1980	Wodehouse, Lawrence. *Indigenous Architecture World-Wide: A Guide to Information Sources*. Detroit: Gale Research Co., 1980. Now somewhat older but still a valuable source, this work contains many of the most important sources of information.

BIOGRAPHY

The following works are examples of sources which provide information on individual architects and designers. These biographical indexes and dictionaries provide varying amounts of information from a few sentences to larger accounts.

INDEX Z 5941 C64	Columbia University. Avery Architectural Library. *Avery Obituary Index of Architects*. Second edition. Boston: G.K. Hall, 1980. This is a photomechanical reproduction of the card index to the obituaries of architects published in periodicals and books in the Avery Library.

REF NA 40 C6	*Contemporary Architects.* New York: St. Martin's Press, 1980. This is a comprehensive dictionary of living and recently deceased architects. Entries provide complete biography, list of major works, list of writing by architect, and bibliography of specialized literature on the architect.
REF NK 1390 C65	*Contemporary Designers.* Detroit: Gale Research Company, 1984. This book lists over 600 international designers from virtually every area of the profession including graphic, industrial/product, fashion, textile, interior, and set and costume design.
REF NA 40 M25	*Macmillan Encyclopedia of Architects.* New York: Macmillan Publishing Company, 1982. This 4-volume work includes more than 2400 biographies of architects from ancient times to the present and from all geographical regions. A list of works and bibliography are also included for each entry.
REF NA 53 P76	*Profile: The Official AIA Directory of Architectural Firms.* New York: McGraw-Hill, 1985. Nearly 7500 U.S. architectural firms are profiled with organizational structure and project capabilities. It includes staff personnel, geography of practice, and awards.
REF NK 2004.2 W48	*Who's Who in Interior Design.* Laguna Beach, CA: Baron's, Who's Who Inc., 1988. This work is a current compilation of personal and professional biographical information on interior design professionals of distinction throughout the United States. The volume contains over 2300 names of individuals involved in both contract and residential interior design, as well as a selection of the nation's leading interior design editors and educators.

CODES AND STANDARDS

The Architecture & Planning Library provides many basic codes and standards books. These volumes are updated frequently to keep current. For a complete listing of these materials, see the PAC computer under **SUBJECT** + codes or **SUBJECT** + standards.

REF TH 2031 A48 1981	American Institute of Architects. *Architectural Graphic Standards.* Seventh edition. New York: John Wiley, 1981. This classic guide to graphic standards in architecture includes over 700 plates explaining graphics, detailing, and standards.

REF TA 404.5 A45 1985	*ASTM Standards in Building Codes*. Philadelphia: American Society for Testing and Materials, 1966- . Building codes throughout the U.S. and Canada have adopted, by reference, a large number of ASTM standards as authentic sources of test procedure and as a basis for acceptable quality for materials and construction. This annual compilation includes, in two volumes, ASTM standards that are referenced in such nationally known codes as the Basic Building Code, Uniform Building Code, and the Standard Building Code, and in various state and city building codes.
REF KFX 1362 A3	*Building Code of the City and County of Denver*. Denver: City and County of Denver, 1984- . This is the official building code for the city and county of Denver.
REF NA 2760 342 1980	DeChiara, Joseph. *Time-Saver Standards for Building Types*. New York: McGraw-Hill, 1980. Containing data on all major building types and essential components, this book is helpful in preparing preliminary design considerations and studying functional relationships.
REF NA 9108 D4 1982	DeChiara, Joseph. *Urban Planning and Design Criteria*. Third edition. New York: Van Nostrand Reinhold, 1982. A detailed collection of visual data providing information on the "city-scape," housing, population trends, zoning, and more.
REF TH 432 M44	*Means Square Foot Costs*. Kingston, MA: R.S. Means, 1985. One of a series of manuals published annually which provides projected costs for homes and buildings of all types.
REF TH 151 T55 1982	*Time-Saver Standards for Architectural Design Data*. Sixth edition. New York: McGraw-Hill, 1982. An extremely handy source of architectural and design standards containing formulas, tables, and charts for the design of homes, offices, shops, theaters, and schools. It presents information dealing with materials, human factors, heating, plumbing, lighting, and much more.
REF KF 5710 I524	*Uniform Building Code*. Whittier, CA: International Conference of Building Officials, 1985. One of several national building codes, the *Uniform Building Code* is revised at approximately three-year intervals.

REF KFX 1362.1 Z6 D4	*Zoning Ordinance, City and County of Denver.* Tallahassee: Municipal Code Corporation, 1982. This is the official zoning code for the city and county of Denver.

OTHER REFERENCES

REF NA 2105 G85 (year)	*Guide to Architecture Schools of North America.* Princeton: Peterson's Guides, 1982. This book is published for those needing career information and academic program descriptions. It serves as a ready reference for various degrees, faculty, statistics, and special programs.
REF NA 200 W67 1984	*World Atlas of Architecture.* Boston: G.K. Hall, 1984. The organization of this reference book is chronological by movement, influence, and style. It is an excellent visual presentation.

GOVERNMENT PUBLICATIONS AND INDEXES

The Architecture & Planning Library houses a collection of U.S. Government publications in the subject areas of design, planning, and community development. Many of these can be identified through the PAC computer. Indexes to United States and Colorado government agency publications are available in the main library. The Library Use Guide "Government Documents at Auraria Library" is an introduction to these materials.

SLIDES AND OTHER MEDIA RESOURCES

The Architecture & Planning slide library contains over 12,000 slides illustrating architecture, interior design, and landscape architecture. This growing collection is cataloged so slides may be identified by location or designer. The Auraria Library's Media and Telecommunications Services Division also offers a small but growing collection of films, filmstrips, and videotapes on many subjects, including design and planning. These are available from the Media Distribution Department (first floor, southeast corner). For specific titles and locations, see the PAC computer. Films from the University of Colorado at Boulder may also be borrowed through the Auraria Library.

INTERLIBRARY LOAN

Any books or periodical articles not available at the A & P Library (or the main Auraria Library) may be obtained through the Interlibrary Loan system. In most cases this service is free of charge to faculty or students. To initiate an interlibrary loan, fill out one of the forms located near the PAC terminals and give it to one of the library staff. On average, it takes about two weeks for an interlibrary loan item to arrive at the A & P Library. Books must be returned to the lending library, but periodical articles are xeroxed and may be kept.

COMPUTER ASSISTED RESEARCH (CAR)

Computer access to a variety of information sources is available at the Auraria Library. These online databases include several in the area of architecture and design, e.g., *The Architectural Index, Avery Online Index,* etc. For information regarding this service and its costs, ask at the A & P Service Desk, contact the Fine Arts and Architecture librarian, Bob Wick (2438), or call C.A.R. at 556-2624.

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AFRICA, SOUTHEAST ASIA AND THE MIDDLE EAST

Materials on a particular country can be found in many areas of the Library. While books about a country will generally be shelved together, there might also be magazines, newspapers, or videotapes available in other parts of the library. In additon, books about a certain subject may have information pertinent to countries; these books would be shelved with others on that subject. For example, books on business in a particular country would be shelved with the business books rather than with those about the country.

The Library Use Guide describes some major materials on countries in Africa, Southeast Asia, and the Middle East.

ENCYCLOPEDIAS

Encyclopedias are made up of short articles on a variety of subjects. Most are alphabetically arranged and have an index to the information they contain. The following are examples of encyclopedias about countries, religions, and events.

REF AE 5 E364 1979	*Brittanica Book of the Year*. Encyclopedia Britannica. An annual volume which reports on noteworthy events and people. Also contains feature articles; the 1979 volume for example, has articles on solar energy, inflation, and terroism.
REF DS 1 F3	*Far East and Australasia*. Annual. London: Europa Publications, Ltd. 1975/76- . Contains a summary of the year's events, a general survey of the entire area, a directory of regional organizations. Also has extensive articles on each country with history, political and economic information, geography, statistics. Biographical section.
REF DS 37 E52	Gibb, H.A.R., ed. *The Shorter Encyclopedia of Islam*. Ithaca, NY: Cornell University Press, 1965. Alphabetically arranged articles relating to the religion and law of Islam.

REF DS 62.8 M35	Mansoor, Menaham. *Arab World: Political and Diplomatic History of the Arab World, a Chronological Study.* Washington, D.C.: NCR/Microcard Editions, 1972. This work is a chronological listing of major events in the Arab World from 1900-1967. Entries describe the happenings of each day. There is a subject index to the chronology. One volume is a biographical directory.
REF DS 433 B48 1972e	Bhattachanya, Sachichidananda. *A Directory of Indian History.* Westport, CT: Greenwood Press, 1972. About 2800 entries, arranged alphabetically, cover the ancient, medieval, and modern history of India. It includes names of people, places, works, and institutions. No persons living at the time this was written are included.
REF DT 1 D6	Dostert, Pierre Etienna. *Africa, 1980.* Washington, D.C.: Stryker-Post, 1980. This is published each year and contains a history of the continent as well as articles on each country in Africa. Articles contain information on a country's population, industry and commerce, politics, culture, and economy.
REF DT 2 A3	*African Encyclopedia.* London: Oxford University Press, 1974. An alphabetically arranged collection of very brief articles on a wide range of subjects. Articles on specific African countries are somewhat longer. Cross references listed at the end of articles guide the reader to related material.
REF DT 3 C35	Oliver, Roland, ed. *The Cambridge Encyclopedia of Africa.* Cambridge: Cambridge University Press, 1981. This contains articles on the physical environment of Africa, its history, African culture and international relations, as well as articles on individual countries.
REF DT 3 E52	*The Encyclopedia of Africa.* New York: Franklin Watts, 1976. A one volume encyclopedia; the contents of this volume are classified into twelve sections: People, Economy, Social Services, The Land, Gazetteer, Ecology, The Arts, Sport, History, Government, Famous People, and Bibliography. Within each section are articles of from one to five pages. Entries within the Gazetteer and Famous People sections are only a paragraph each.

REF DT 17 F73	Freeman-Grenville, Grenville S.P. *Chronology of African History*, London: Oxford University Press, 1973. The *Chronology* is arranged as a time line covering c. 1000 B.C. to 1971. Under the entry for each year are listed significant events which took place in various regions of Africa.
REF DT 351 A37	*Africa South of the Sahara*. 11th Edition. London: Europa, 1981. Published annually, this contains background information on Africa (religion, education, language); information on regional organizations; physical, historical, and economic information on each country; a giographical section; and a bibliography.
REF DT 729 S7	*Standard Encyclopedia of Southern Africa*. 12 volumes. Cape Town: Nasou, 1970. Alphabetically arranged (with Index), fairly long articles on Africa.
REF G 63 W67 1984	*Worldmark Encyclopedia of the Nations*. New York: Worldmark, 1984. One volume of this five volume set is about Asia and Australia, another about Africa. A "...practical guide to the geographic, historical, political, social and economic status of all nations, their international relationships, and the U.N. system."
REF HD 59.7 K87	Kurian, George Thomas. *Encyclopedia of the Third World*. Revised Edition. Two volumes. New York: Facts on File, 1982. Contains information on 114 countries of the Third World. (The inclusion of a particular country is based on economic status and cultural orientation.) Includes information on political, economic, and social systems.

DICTIONARIES AND GLOSSARIES

Dictionaries and golossaries define words and translate from one language to another. Listed below is a sampling of what Auraria Library owns. Look in the Reference section of the Library, under call letters PJ and PL, for dictionaries of other languages.

REF PJ 6640 E59 1981	Elias, Elias. *Elias' Modern Dictionary. Arabic-English*. Cairo: Elias' Modern Publishing House, 1981.

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REF PJ 6640 E6 1981	Elias, Elias. *Elias' Modern Dictionary. English-Arabic*. Cairo: Elias' Modern Publishing House, 1981.
REF PK 1937 B8 1971	Bulcke, Camille. *An English-Hindu Dictionary*. Calcutta: Rupa and Company, 1971.
REF PL 937 U6	Underwood, Joan V. *Concise English-Korean Dictionary*. (Romanized.) Rutland, VT: Tuttle, 1954.
REF PL 4326 C3	Headley, Jr., Robert K. *Cambodian-English Dictionary*. Washigton, D.C.: Catholic University of America Press, 1977.
REF PL 4326 H85	Huffman, Franklin E., and Ian Proum. *English-Khmer Dictionary*. New Haven: Yale University Press, 1978.
REF PL 4376 L482	Le-Ba-Kanh. *Vietnamese-English Dictionary*. New York: Frederick Ungar, 1955.
REF PL 4376 N46 1967	Nguyen, Van Khon. *English-Vietnamese Dictionary*. Saigon: Nha Sach Khai-Tri, 1967.
REF PL 8703 I54	International Language Committee for the East African Dependencies. *A Standard Swahili-English Dictionary*. Oxford University Press, 1939.

REF PL 8823 A2	Abraham, R.C. *Dictionary of Modern Yoruba*. London: University of London Press, 1958.

Also look in the government documents section of the Library under the number S1.114./2 for glossaries. Many of the books under this call number are to help the English speaking person learn another language, but most also contain a glossary of words in both languages. We have, among others, glossaries of Cambodian-English, Lao-English, and Thai-English.

NEWS DIRECTORIES

News directories summarize what happened in the world during one year. You can look up articles about a certain person, place or event.

REF D 2 A7	Hudson, H.V., ed. *The Annual Register: World Events in...* Annual. London: Longman, 1965- . Collection of articles on events, countries, regions, and institutions. Articles are several pages long and are on more general topics than those in *Facts on File*, e.g., an article on the recent developments in opera or in sports.
REF D 410 F3	*Facts on File Yearbook*. New York: Facts on File. Summarizes records, and indexes the news each week. Factual, up-to-date source for current events, national and foreign news, science, sports, medicine, education, religion, crime, books, plays, films, people.
REF D 410 N44	*News Dictionary*. Annual. New York: Facts on File, 1961-1971, 1976- . Summary of a year's events, arranged alphabetically. All news on a particular event or subject is put together, so that it is not necessary to go through a year's worth of newspapers. Many cross references, e.g., after entry for Iran (1978): "See also Afghanistan, China, Earthquakes, Human Rights."
REF D 410 W46	Pater, Alan F., ed. *What They Sain In...: The Yearbook of Spoken Opinion*. Annual. Beverly Hills, CA: Monitor, 1969- . This records spoken conclusions, quotes and comments. An unusual way to interpret news events by using people's comments. Indexed by name of speaker and by subject.

CARL COMPUTER SYSTEM (CARL)

Books, magazines, indexes, encyclopedias, reference materials, audio-visual materials, and many government publications owned by the Auraria Library are listed in the CARL computer system. To find information on a particular country, you may simply do a **WORD** search and enter the name of that country. This will often yield more entries than is manageable: 2, 181 entries under China, for example, or 449 under Egypt. To trim these large numbers to a more manageable size, input another word along with the country name, for example:

China Economy
Egypt Politics

The computer will combine these two words and produce a list of books about that more specific subject. Use the *Library of Congress Subject Headings*, which are the large red volumes located near the CARL terminals, to help you identify words to enter in your **WORD** search.

CLASSIFICATION NUMBERS

You may wish to browse in the following areas of the ain stacks and the Reference section:

DS		Asian History
DT		African History
HA		Statistics
HB	879-3700	Population and Vital Statistics
HG		Finance
J	100-981	Documents issued by countries other than the U.S.
PK	1-6996	Indo-Iranian language and literatures
PL		Eastern Asian and African languages and literatures
PL	901-998	Korean language and literature
PL	8000-8844	African language and literature

In addition, we have a small collection of novels in Vietnamese. Look for them in the PL 4000 range.

We also have a series of pamphlets written in Vietnamese and Lao. These explain such everyday activities as shopping, obtaining a driver's license, registering children in school, and applying for a job. They are kept in the pamphlet file; ask at the Reference Desk.

AREA HANDBOOKS

Area handbooks are published for various countries. They contain information about the history, geography, social structure and conditions, culture, religion, language, governmental system, and economy of the country. Below is a partial list of area handbooks owned by the Auraria Library. Some are shelved in the book collection and some with the government documents.

Area handbooks for:

Afghanistan	DS	352 S55 1973
Cuba	DOC	D101.22:550-152/2
Democratic Republic of the Congo	DOC	D101.22:550-152/2
Egypt	DOC	D101.2:550-43/3
Indonesia	DOC	D101.22:550-39/3
Iraq	DS	70.6 A62
Kenya	DOC	D101.22:550-56/2
Khmer Republic (Cambodia)	DOC	D101.22:550-50/3
Laos	DS	557 L2 A75
Malaysia	DS	592 H45
North Korea	DOC	D101.22:550-81/2
Pakistan	DOC	D101.22:550-48/3
Philippines	DOC	D101.22:550-72/2
Saudia Arabia	DOC	D101.22:550-51/3

BIOGRAPHICAL MATERIAL

Biographical materials tell you about people important in the history or present life of a country or area of the world.

REF CT 103 M27	*McGraw-Hill Encyclopedia of World Biography*. 12 volumes. New York: McGraw-Hill, 1973. Lives of representative men and women, both living and dead, whose achievements are important to our understanding of social and cultural history.
REF CT 120 I5 1982/83	*International Who's Who*. 46th Edition (1982-83). London: Europa, 1982. Contains information on people who are internationally prominent.
REF CT 120 W5 1980/81	*Who's Who in the World*. 5th Edition (1980-81). Annual. Chicago: Marguis Who's Who, 1980. Includes people in positions of responsibility and/or people of achievement such as heads of state and prominent people from the military, the professions, fields of business, education, or science.

REF CT 1890 W47	*Who's Who in Saudi Arabia*. London: Europa, 1978. In the forward, Prince Saud ben Fahad states that this book was written to familiarize international monetary circles with the public figures of Saudi Arabia, to help Saudi Arabia take its place in the industrial world. It is arranged alphabetically by a person's name; each entry indicates the person's position, education, previous posts, publications, and address.
REF CT 1920 S4	Segal, Ronald. *Political Africa: A Who's Who of Personalities and Parties*. New York: Praeger, 1961. The figures and situations of Africa in 1961, therefore much is outdated. For historical figures, not contemporary.
REF DS 405 I7 1979	The Times of India. *The Times of India Directory and Yearbook Including Who's Who*. 1979. The *Directory* is a comprehensive work, useful for the tourist, the businessperson, and the resident of India. It contains a copy of the constitution of India; information on topography, climate, industry, and economy; a section about each of India's states; a directory of business firms; and a Who's Who.
REF DT 18 D55	*Dictionary of African Biography*. New York: Reference Publications, 1977. Includes historical figures who influenced the development of their country. No living people are included. Arranged by country. History and biography are interwovern; historical figures are discussed in the context of the history of the country. All included historical figures from one country will be grouped together in the narrative about that country.
REF DT 352.5 L56	Lipschutz, Mark R., and R. Kent Rasmussen. *Dictionary of African Historical Biography*. Chicago: Aldine, 1978. Most entries of the 800 included in this volume are for individuals, but some are for groups, such as "Gold Coast, Governors of" and "Pedi (Bapedi) Chiefs." It includes only those people who became prominent before 1960. A subject index in the back helps identify individuals in particular fields.
REF PK 2903 S3	Akademi, Sahitya. *Who's Who of Indian Writers*. New Delhi: 1961.

REF
PL
8010
H38

Herdeck, Donald E. *African Authors: A Companion to Black African Writing*. Rockville, MD: Black Orpheus Press, 1973.
Some 594 authors and 2,000 works are included in this companion. The authors included write in African vernacular languages, European languages, and Afrikaans. Under each entry for an author is biographical information, and, when available, a list of biographical and critical sources. Four appendices are included: A. a historical background and general overview of African literature; B. a discussion of the relationship between African writing and the political and intellectual struggle agains colonialism; C. a discussion of writings in African vernaculars; and D. information on three Afro-Caribbean writers who influenced African writing.

REF
PL
8010
J33

Jahn, Janheinz. *Who's Who in African Literature. Biographies, Works, Commentaries*. Tugingen, Federal Republic of Germany: Horst Erdmann Verlag, 1972.
Authors writing in both African and European languages are included in this volume, but only authors from Sub-Saharan Africa. North Africa and Ethopia are excluded as these are considered distinct literatures. Each entry gives a brief biography of the author, and sometimes excerpts from criticism of their works as well. Entries are arranged alphabetically, by the name the person publishes under. If this is a pen name, the real name is indicated somewhere in the text.

GENERAL SOCIAL SCIENCE INFORMATION

General political, economic, and social information can be found in many places. You can locate short articles which describe a country's political system; you can find out who the president or premier of a country is; you can find an overview of the country's history.

REF
D
839
C875

Current World Leaders. Santa Barbara, CA: International Academy at Santa Barbara, 1981- .
This consists of two parts: the *Almanac* issue is published in March, June, and October; the *Biography and News/Speeches* issue is published five times a year. The *Almanac* lists key officials of all independent states as well as of international organizations. The *Biography* section includes biographies of world figures, background information on countries and organizations, and special reports on matters of world interest, such as reports on arms sales or on apartheid.

REF
DS
1
F3

Far East and Australasia. London: Europa Publications, 1975/76- . Annual.
Contains a summary of the year's events, a general survey of the entire area and a directory of regional organizations. Also has extensive articles on each country with history, political and economic information, geography, and statistics. Biographical section.

REF DS 49 M5	*The Middle East and North Africa*. Annual. London: Europa Publications, 1975/76- . Same arrangement, same types of information as *Far East and Australasia* for countries of the Middle East and North Africa.
REF DT 1 L43	Legum, Colin. *Africa Contemporary Record. Annual Survey and Documents*. New York: Africana, 1968/69- . This yearly publication is divided into three sections. An introductory section consists of a number of essays of politics concerning Africa. An almanac-like section contains information on various countries, such as climate, population, economy. Last is a section of actual documents from international organizations, committees, and conferences.
REF G 122 C67	*Countries of the World and Their Leaders*. Detroit: Gale, 1974- . Short pamphlets on various countries containing information on the country's people, land, history, government, political conditions, economy, foreign relations, maps, lists of government officials. Revised regularly. Arranged alphabetically by country.
REF HB 849.2 I55 1982	Ross, John A., ed. *International Encyclopedia of Population*. New York: MacMillan, 1982. A two volume set which is a companion to *International Encyclopedia of Statistics* and *International Encyclopedia of the Social Sciences*. It includes both information on such topics as migration, fertility and marriage, mortality, and a discussion of the implications of such information on national and international policy. Includes cross references and an index.
REF HC 59 E25	Banks, Arthur S., et al., eds. *Economic Handbook of the World*. New York: McGraw-Hill, 1981. A companion to *The Political Handbook of the World*, with an emphasis on economics. Descriptions of all independent states, as well as an introductory essay on the world economic situation and a section on economic organizations such as financial organizations, commodity organizations, and trade groups. There is an index of geographic and organization names.
REF JA 51	*The International Yearbook and Statemen's Who's Who*. Annual. East Grinstead, West Sussex, England: Kelly's Directories Limited, 1960- Similar to *Stateman's Yearbook*, has a biographical section. Also a list of important government figures within each country's write up.
REF JA 51 S7	Paxton, John, ed. *The Stateman's Yearbook*. Annual. New York: St. Martin's Press, 1958- . Information on countries: history, politics, government structure, industry, communication and transportation, religion, judicial system. List of diplomats. Bibliography on the country follows each article.

REF JF 37 C53	Clements, John. *Clements' Encyclopedia of World Governments.* Supplemented biannually. Monthly Reports. Dallas: Political Research, Inc., 1974. Gives a brief history of a country, statistical information on its physical geography, its industry, and its economy, a description of the functioning of its government, and a list of government officials. The information is updated in monthly reports and in a biannual supplemented volume.
REF JF 37 P6	Banks, Arthur S., and William Overstreet. *Political Handbook of the World.* New York: McGraw-Hill, 1975-81. The emphasis of this work is on political information. In addition to separate articles on individual countries, there is a chronology of the major international events of the year, articles on governmental orgainizations, and two indexes, one of geographic ad organizational names, and one of personal names.
REF JX 1904 I58	*Yearbook of International Organizations.* 20th Edition. Brussels: Union of International Associations, 1983/84. Gives names, addresses, principal officials, history, airms, activities, publications of membership of both governmental and nongovernmental organizations throughout the world. It is indexed by key word and by name of organization.
REF K 3157 A42 B575	Blaustein, Albert P., and Gisbert H. Flanz. *Constitutions of the Countries of the World.* Dobbs Ferry, NY: Oceana, 1980. Includes, in addition to the complete constitution of each country, a chronology on constitutional history which summarizes the process by which each constitution has developed and interprets the importance of various events in relation to the constitution. A bibliography for each country is included. The set is in loose leaf format so that changes in a constitution may be included. All constitutions are translated into English.

STATISTICS

Statistics about countries can be interesting and helpful. You can find out such information as how many people live in a country, how much wheat or corn it produces, and how many people die from a certain disease.

REF HA 12.5 U63	*Statistical Yearbook.* Annual. 31st Issue. New York: United Nations, 1981. Published in both French and English. Conatains comparable data on many countries and regions of the world. Includes economic and social data.
REF HA 17 D45	*Demographic Yearbook.* Annual. U.N. Department of International Economic and Social Affairs. New York: 1964- . Written in French and English. Statististics by country: birth, death, marriage, divorce, migration.

REF HA 17 I63 1978	Kruskal, William H., and Judith M. Tanner, eds. *International Encyclopedia of Statistics.* This work is a companion to *International Encyclopedia of Population* (listed below) and *International Encyclopedia of the Social Sciences.* It updates articles on statistics originally published in *International Encyclopedia of the Social Sciences.* In addition, five new articles are presented. There is an index to this two volume set.
REF HA 37 A34 H37 1978	Harvey, Joan B. *Statistics--Africa: Sources for Social, Economic & Market Research.* Beckenham, Kent, England: CBD Research, 1978. Lists books where statistics on various countries may be found, who published each book, and what is contained in each.
REF HA 4556 M35 1982	McCarthy, Justin. *The Arab World, Turkey and the Balkans (1878-1914) A Handbook of Historical Statistics.* Boston: G.K. Hall, 1982. The statistics in this book are those collected and published by the Ottoman Empire during its later years. It includes information on climate, population, health, education, justice, money, government income, government expenditures, manufacturing, transportation, foreign trade, minerals, agriculture, and animal husbandry. Most tables are arranged by province, as empire-wide statistics are not as revealing. Sometimes the statistics as collected contain errors, but the author has allowed these errors to stand, to "allow the Ottomans to be seen as they statistically saw themselves." Although he identifies areas where errors have been made and sometimes suggests methods of correcting them, he does not present the corrections himself.
REF HC 59 W67	*World Tables 1976.* From the data files of the World Bank. International Bank for Reconstruction and Development. Washington, D.C.: World Bank, 1976. Comparative tables for Third World countries, economic and social.
REF JN 1 E85	*Europa Yearbook: A World Survey.* Annual. London: Europa, 1970- . In addition to brief descriptions of political and social systems of each country, this contains information on topography, population, birth and death statistics, economic statistics, trade, education.

BUSINESS INFORMATION

REF HA 42 I56	*International Marketing Data and Statistics.* 5th Edition. Annual. London: Eursmonitor Publications, 1980. A compendium of marketing information on 100 countries in the Americas, Asia, Africa, and Australasia.

REF HF 91 U482	U.S. Domestic and International Business Administration. *Overseas Business Reports*. Washington, D.C.: Government Printing Office, 1973- . Short pamphlets about marketing activities in various countries. Information on transportation, credit, tax structure, employment. Updated frequently.
REF K 1001.4 P7	*Price Waterhouse Information Guide: Doing Business in...* New York: Price Waterhouse. Short (around 30-50 pages) books on business conditions in various countries. Each book covers a different country. Information on country's history, growth areas, customs and tax regulations, employment, business regulations.

PERIODICAL INDEXES

Periodical indexes can be used to locate information in magazines and newspapers. Some useful indexes for finding information about various countries are listed below:

INDEX AI 21 N44	*New York Times Index*. New York: New York Times Company, 1851- . A subject index to the daily paper, *The New York Times*.
INDEX H 1 S62	*Social Science Index*. New York: H. W. Wilson, 1907- . With its predecessors, *Internation Index to Periodicals* (1907-1965) and *Social Sciences and Humanities Index* (1965-1974), this provides subject and author indexing for major journals in the social sciences.
INDEX HD 2709 F18	*F and S Index, International Annual*. Cleveland, OH: Predicasts, 1971- . This is an idex to business material. It is divided into three sections: industires and products, countries, and companies.
INDEX JA 36 I5	*International Political Science Abstracts*. Paris: Internationl Political Science Association, 1977- . Indexes political science journals from many countries. Some abstracts are in English, some in French. There is a subject index to each issue.

PERIOCIALS

Periodicals published in or about various countries help you see what's happening now. The Auraria Library has magazines on all subjects. Below are a few dealing with Asia and Africa.

PERIOD DS 1 M5	*Middle East Journal*. 1947- .

PERIOD DS 1 A492	*Asian Survey*. 1969- .
PERIOD DS 41 M523	*Middle East Review*. 1974-1979.
PERIOD DS 501 F274	*Journal of Asian Studies*. 1941- .
PERIOD DT 1 A2	*Africa News*. 1976- .
PERIOD DT 1 A217	*Africa Report*. 1967-80.
PERIOD DT 1 A22	*Africa Today*. 1966-1970. 1974- .
PERIOD DT 1 J65	*Journal of African History*. 1960- .
PERIOD DT 1 J653	*Journal of African Studies*. 1976/77- .
PERIOD DT 1 J68	*Journal of Modern African Studies*. 1963- .

PERIOD DT 470 W4	*West Africa*. 1974- .
PERIOD HC 411 F18	*Far Eastern Economic Review*. March 18, 1977-81- .
PERIOD HC 411 M48	*MEED, Middle East Economic Digest*. 1979-80.

MEDIA

Media includes such nonprint items as films, videotapes, filmstrips, slides, and phonograph records. At the Auraria Library, media is located on the second floor in the Media Distribution Department. Below is a list of some of the media available at the Auraria Library. To find out what other media the Library owns, use the CARL computer system or the card catalog in the Media Distribution Department.

MEDIA KIT DS 215 S39	Ministry of Information, Kingdom of Saudi Arabia. *Saudi Arabia Today*. Riyadh: 1983.
MEDIA KIT DS 518.8 S6	*Southeast Asia*. New York: New York Times, 1968. A color filmstrip, record, and discussion on politics of Southeast Asia.
MEDIA STRIP DT 6 A45	ACI Productions. *African Regional Geography Series*. New York: NY: McGraw-Hill Films, 1967. Includes six separate filmstrips on Africa's geography and economic conditions: 1) The Continent of Africa, 2) The Economy of Africa, 3) Northern Africa, 4) West Africa, 5) East Africa, 6) Southern Africa.

MEDIA KIT DT 14 A3	National Geographic Society. *Africa Continent in Change*. Washington, D.C.: National Geographic Society Special Publications Division, 1972. Includes five filmstrips, five cassettes, and ten discussion guides. The subjects are 1) The Winds of Freedom Stir a Continent, 2) Africa's Cultural and Ethnic Heritage, 3) Threatened Life of Two African Tribes, 4) Adventures in Search of Early Man, and 5) The Peoples of Africa.
MEDIA FILM DT 24 H5	National Educational Television. *Heritage of the Negro*. Indiana University Audio-Visual Center, 1965. A thirty-minute sound film, part of the series "History of the Negro People."
MEDIA KIT DT 30 A4	*Africa in Ferment*. New York: New York Times, 1968. A black and white filmstrip, with a cassette, concerning African politics.

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AFRO-AMERICAN HISTORY
THE SCHOMBURG COLLECTION

OVERVIEW

The Schomburg Collection is a comprehensive library and archive devoted to Afro-American life and history. It is considered to be the foremost center for the study of peoples of African descent not only in the United States but also wherever in the world peoples of African descent have lived. The majority of the works are in English, but there are also many in French, German, and Spanish. Since the mid-fifties, the Schomburg Collection has been a branch of the New York Public Library, and Auraria Library owns a substantial portion of the collection that has been made available on microfilm.

HISTORY

Arthur A. Schomburg (1874-1938) was a Puerto Rican of African descent. He came to the United States in 1891, after completing his education in Puerto Rico and at St. Thomas College in the Virgin Islands. He began working as a clerk for the Bankers Trust Company in New York City. It was during this period that he began his lifelong avocation--disproving a statement made by one of his early teachers that the Negro had no history. To this end, he became a scholar and expert in the history of the Afro-American. He began collecting materials to support his thesis that the "Negro had a long and honorable past...that group tradition must supply compensation for persecution, and pride of race the antidote for prejudice. History must restore what slavery took away, for it is the social damage of slavery that the present generation must repair and offset."(From *Dictionary Catalog of the Schomberg Collection*)

PURPOSE AND SCOPE

The Schomburg Collection attempts to "amass, preserve, and organize" a record of the Afro-American and to keep this record up-to-date and available. At present, the collection includes not only books, but also art objects, musical recordings, sheet music, manuscripts, newspaper files, and periodical articles. The literature is international in scope and comprehensive in its coverage of the activities of the people of African descent wherever they live.

AVAILABILITY

Some, but not all, of the collection has been published on microfilm for national distribution. Auraria Library owns all of the material currently available. Library users must use the Microforms card catalog, located near the Periodicals/Reserves counter, to identify materials in the Schomburg Collection. Not all of the materials are yet listed on the Auraria database on CARL.

Schomburg Collection materials can be identified in the Microforms card catalog when you know an author (such as Langston Hughes), a title (such as *Black Like Me*), or a subject (such as American Literature--Southern States). For best results when searching by subject, consult the *Library of Congress Subject Headings*.

Examples of useful subject headings:

Africa, West--history
Afro-American Authors
Afro-American Inventors
Afro-Americans

Once you have identified material in the Microforms (card) catalog that you would like to read, copy down the entire call number from the upper, left-hand corner of the card (see below), and request the material at the Periodicals/Reserves counter. The staff member will retrieve the microfilm for you, and you can read it on the microfilm readers nearby.

Sample Catalog Card:

MICRO
FILM
E
185
N48
SER.2
REEL 26
1 REEL
ITEM 2;
35mm

Afro-American Authors. Plato, Ann.
Essays: including biographies and miscellaneous pieces, in prose and poetry.
Millwood, N.Y.: Kraus-Thomson, Microform Division, 1969.

for more
information
see main entry

First published: Hartford, 1841. 122 p. information Original in the Schomburg Collection, New York see Public Library; Series II, Section 4: *The Creative Spirit.*

1. Afro-American authors. I. Title. II.

DICTIONARY CATALOG IN BOOK FORM

The Microforms card catalog contains author, title, and subject cards for ALL of the microfilm and microfiche materials owned by Auraria Library--not just the Schomburg Collection materials. If you would like to see cards for only the Schomburg Collection, consult the multi-volume Reference set, *Dictionary Catalog of the Schomburg Collection of Negro Literature and History* (call number: REF Z 881 N592 S35). "Dictionary Catalog" simply means that all of the entries (by author, title, and subject) are organized in one alphabetical sequence. There are no separate sections by author, title, and subject. Materials are listed by author, title, and subject, but manuscripts, photographs, and vertical file materials are not included.

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ART RESOURCES

There are three basic ways to identify art materials at the Auraria Library: 1) the CARL (Colorado Alliance of Research Libraries) computerized library catalog, 2) indexes to periodicals, and 3) materials found in the Media Distribution area. All art book materials are cataloged and may be located by searching the CARL computer catalog terminals located on the first and second floors of the library. In addition, films, filmstrips, and other nonprint art materials are located in the Media Distribution department on the first floor.

Art slides are available in Room AR-188 of the Arts Building, which is located directly across from the Auraria Library. All Auraria students and faculty may use this collection, with some restrictions. Call 556-2410 for information.

Use the following checklist for access to types of materials in art:

TYPE	ACCESS	LOCATION OF MATERIALS
Periodical Articles (recent)	**UNCOVER on CARL** Computer Catalog	Use any of the CARL catalog terminals in library.
Periodical Articles (2 years or older)	**Art Index**, 1929 - Call Number: Index N5300 A78	**Art Index** is located with other indexes on index tables.
Periodicals	Use Auraria database - **BROWSE** by <T>itle.	Use any of the CARL catalog terminals in library.
Books	Use CARL computer catalog to determine if Auraria owns title wanted.	Use any of the CARL catalog terminals in library.
Reference Books on art	Use CARL computer catalog: look under subject by <W>ord search.	Reference collection is located on first floor.

Films, film-strips, etc.	Use CARL computer catalog: look under subject + film in a <W>ord search	Media Distribution Department is located on the first floor, southeast corner.
Slides	Art Department (UCD)	Slides are located in room AR-188 of the Arts Building

For assistance with art sources, please go to the Reference Desk on the first floor of the Auraria Library, or contact Robert Wick x2438.

ART DICTIONARIES

Art dictionaries are useful for finding the meanings of various art terms. The following dictionaries are examples of some of the art dictionaries available at the Auraria Library. To locate other dictionaries not listed here use the CARL computer in a word "W" search: "art + dictionaries," or "sculpture + dictionaries," etc. (Dictionaries are not available for all fields of the arts.) You may also browse the shelves near the books listed to find similar books.

REF N33 O93 1988	Chilvers, Jan, and Harold Osborne, eds. *The Oxford Dictionary of Art*. Oxford: Oxford University Press, 1988. This is the definitive, single-volume dictionary of artistic terms. The aim of the book is to provide an overview of Western art forms and of individual artists from antiquity to the present. Architecture and architects are excluded from the more than 3,000 entries. The emphasis is on Western and Western-inspired painting, sculpture, and graphic arts. The work is heavily cross referenced. No illustrations are included.
REF N33 H25	Haggar, Richard G. *A Dictionary of Art Terms*. New York: Hawthorn Books, 1962. This is a useful desk dictionary of terms relating to printing, sculpture, architecture, engraving and etching, and graphic arts. The definitions are brief but inclusive, and often provide illustrations. A glossary is provided to give English equivalents for French, German and Italian terms.

REF N33 L75 1984	Lucie-Smith, Edward. *The Thames and Hudson Dictionary of Art Terms*. London: Thames and Hudson, Ltd., 1984. This small, single-volume dictionary is very useful for checking art terminology. Entries are brief but clear, and many are cross referenced to related terms. There are over 2,000 entries covering painting, sculpture, architecture, decorative and applied arts, graphic arts, and techniques of photography. The book also provides a Table of Dynasties, which is useful and not often found in other sources.
REF N33 M36	Mayer, Ralph. *A Dictionary of Art Terms & Techniques*. New York: Thomas Y. Crowell., 1969. This dictionary includes fewer terms than the others listed here but extends to definitions covering artistic techniques. Also, purely architectural terms are not included. The book is well illustrated and contains a definitive bibliography of important art sources published before 1969.
REF N33 M6 1966	Mollett, J. W. *An Illustrated Dictionary of Art and Archaeology*. New York: American Archives of World Art, Inc., 1966. Mollett's *Illustrated Dictionary...* was first published in London in 1883 and has been reprinted many times. It is one of the best single-volume art dictionaries. The work includes terms used in architecture, jewelry, heraldry, costume, music, ornament, weaving, furniture, pottery, and ecclesiastical ritual. It has over 700 illustrations. This book is especially valuable for historical definitions.

ART ENCYCLOPEDIAS

Art encyclopedias are valuable as a source of basic information concerning fine arts subjects and as a starting point for research on a topic. Art encyclopedias and dictionaries are often similar, and the terms "dictionary" or "encyclopedia" are often interchangeable. The following are several important art encyclopedias available at the Auraria Library. Additional encyclopedias may be located by using the CARL computer in a **word "W"** search: "encyclopedias + art," "dictionaries + art," or to be more specific "painting + encyclopedias," etc. Browsing the shelves near the books listed below may also be helpful.

REF N31 E533	*Encyclopedia of World Art*. New York: McGraw-Hill, 1959-1968. 15 volumes. This is the definitive encyclopedia of art. It covers all periods and countries with in-depth articles and definitive bibliographies. Numerous photographs and illustrations are included. The work differs from other encyclopedias in that it presents a series of monographic studies which are often as complete a discussion of the subject as can be found in print. Volume 15 contains an index to the complete works.

REF N33 M23 V 1-5	*The McGraw-Hill Dictionary of Art*. London: McGraw-Hill Pub. Co., 1969. 5 volumes. While the title of this work identifies it as a dictionary, in reality it is an encyclopedia. The articles range from 50 to 200 words (somewhat shorter than in the *Praeger Encyclopedia*), and are heavily illustrated. The 15,000 entries are written by more than 125 contributors, most of whom are university professors, museum curators, or area specialists. The work emphasizes painters, sculptors, architects, industrial designers, and decorative artists from all periods and countries.
check CARL for call number	Mills, John. *The Encyclopedia of Sculpture Techniques*. New York: Watson Guptill Publications, 1990. This encyclopedia provides the novice sculptor with information concerning all forms of sculptural technique. The work is heavily illustrated and provides examples of the various sculpture techniques. A short bibliography is also provided.
check CARL for call number	Norwich, John Julius, ed. *The Oxford Illustrated Encyclopedia of the Arts*. New York: Oxford University Press, 1990. *The Oxford Illustrated Encyclopedia of the Arts* is the most comprehensive single-volume encyclopedia on the arts available. The volume includes entries on music, dance, theater, cinema, photography, art, architecture, and applied arts. It covers key concepts, individuals, styles, techniques, and artistic movements. More than 250 photographs and illustrations help to define entries. The book also provides a time-line of art.
REF N31 P7 v 1-4	*Praeger Encyclopedia of Art*. New York: Praeger Publishers, 1971. 4 volumes. This art encyclopedia provides a comprehensive and authoritative guide to the world of art. The work contains more than 4,000 entries, accompanied by more than 5,000 illustrations. There are four categories of articles: biographies (over 3,000); concise chronological surveys; articles on periods, styles, and schools; and survey articles dealing with civilizations for which no artists' names are known. All articles are written by scholars in the field.

BIOGRAPHICAL SOURCES

Biographical sources provide access to artists' biographies and other biographical information. The books listed below contain biographical information ranging from several sentences to longer, detailed biographical sketches. For full-length biographies of artists use the CARL computer in a word "W" search: "Degas + biography," etc., or for biographical dictionaries or encyclopedias use "artists + biographies."

REF N40 A78 1986	*Artist Biographies Master Index*. Detroit: Gale Research Co., 1986. This is the major resource for finding information on artists world wide. The index contains more than 275,000 biographical sketches on artists living and dead. Artistic media include fine and applied arts, painters, sculptors, designers, graphic artists, craftsmen, architects, and photographers. Citations include the name of the artist, date of birth, and the code for the source in which biographical information may be found. Names with variant spellings are entered more than once under all possible spellings.
REF N6536 F5 1986	Fielding, Mantle. *Mantle Fielding's Dictionary of American Painters, Sculptors, and Engravers*. Poughkeepsie, NY: Apollo Books, 1986. First published in 1926, this biographical dictionary has proven to be one of the most useful. Over 12,000 American artists are listed. The period covered includes the 18th, 19th, and 20th centuries. Entries are brief and include name, place and date of birth, education, address, and a short biographical sentence or two.
REF N6922 V213 1978 v. 1-3	Vasari, Giorgio. *Lives of the Most Eminent Painters, Sculptors, and Architects*. New York: Harry N. Abrams, Inc., 1979. 3 volumes. This is a reprint of the famous *Lives* written by Vasari in 1568. It provides biographies of about 150 artists and has become one of the most important works on artistic biography. Biographies are several pages long and the book provides both black and white, and color illustrations. This is an important work for researching the lives of early artists.
REF N7425 167 1990	Vison, James, ed. *International Dictionary of Art and Artists*. Chicago: St. James Press, 1990. This work is divided into two volumes. The first, "Artists," lists alphabetically the most important artists from the 13th to the 20th centuries. The other volume, "Art," discusses 500 individual works of art, arranged in chronological order. Entries include the essential facts of an artist's career, important public and private collections, a bibliography, and critical essays concerning each artist's work. Notes on contributors are included at the end of the work.
REF N40 W6 1990	*Who's Who in Art*. London: Art Trade Press, 1990. 2 volumes. This biographical dictionary covers the world of art in Britain. Artists, designers, craftsmen, critics, writers, teachers, and curators are included. All entries are submitted by the public, but the editors attempt to confirm authenticity. Each entry includes name, medium, education, exhibitions, and a mailing address.

REF N6536 Z9W65	*Women Artists in the United States: A Selective Bibliography and Resource Guide on the Fine and Decorative Arts, 1750-1986.* Boston: G.K. Hall & Co., 1990. The aim of this guide is to provide a list of both primary and secondary sources on women artists born or active in the United States from 1750 to 1985. The manuscript list is divided into two parts. Part I describes works in special collections, and Part II lists manuscripts by artists' names. The work also includes biographical information on individual women artists and lists of women's artistic organizations. There are title, author, and artist indexes.
REF N33 Y6	Young, William, comp. *A Dictionary of American Artists, Sculptors, and Engravers.* Cambridge, MA: William Young, 1968. This work lists American artists from the colonial period through the early years of the twentieth century. No artists born outside of the United States are included. Entries vary, but most include name, medium, place and date of birth, and primary exhibitions.

LOCATING SPECIFIC WORKS OF ART

The books listed below provide sources for finding individual works of art. Reproductions of these art works may be located in other books, or the actual painting, sculptures, etc., may be located in various museums, private collections, or exhibitions.

To find additional sources not listed here use the CARL computer in a word "W" search: "art + works + collections," or "artistic + bibliography."

REF N7525 V3 1980	Appel, Marsha C. *Illustration Index*. 4th edition. Metuchen, NJ: The Scarecrow Press, Press Inc. 1980. This work has gone through several editions and continues to be a valuable source for locating various kinds of illustrations. The illustrations are located in eight easily obtainable periodicals: *American Heritage, Ebony, Holiday, National Geographic, National Wildlife, Natural History, Smithsonian* and *Sports Illustrated*. The periodicals indexed have varied from one edition of the index to another. Entries are listed in alphabetical order and include type or name of illustration, magazine, volume, pages, and month and year.
REF ND 2890 B83 v. 1-3	Bradley, John W. *A Dictionary of Miniaturists, Illuminators, Calligraphers, and Copyists...* New York: Burt Franklin, [n.d.]. This three-volume list of miniaturist painters from early Christianity to the Eighteenth Century was first published in 1889. It provides a list of hundreds of artists and titles of paintings from the period, mainly in Europe and England. The work continues to be a valuable historical source.

REF
N
7593
C53

Dictionary of American Portraits. New York: Dover Publications, Inc., 1967.
This work contains reproductions of over 4,000 portraits of Americans from Colonial times to the present. All pictures are reproduced in black and white and are approximately 3x4 inches in size. Information provided includes individual's name, birth and death dates, and a short biographical statement. Appendices include a list of sources, a bibliography, and an index.

REF
N7560
P5
v. 1-2

Hart, Harold H., ed. *The Picture Reference File.* Volumes. 1 & 2. New York: Hart Publishing Co., 1976.
This work is divided into two volumes containing 2,228 pictures of many periods in volume one, and 2,100 pictures of wit, humor, and fantasy in volume two. All pictures are line drawings in black and white. Their size ranges from about an inch square to 10 or 12 inches square. Both volumes are indexed by title and theme. Sources of each picture are provided without dates or locations of specific publications.

REF
ND45
H38

Havlice, Patricia Pate. *World Painting Index.* Metuchen, NJ: The Scarecrow Press, Inc., 1977. Volumes. 1 & 2. First Supplement, Volumes. 1 & 2. 1973-1980.
The *World Painting Index* provides a tool for locating reproductions of paintings in books and catalogs by artists from around the world. Volume 1 indexes over 1,100 books and catalogs published between 1940 and 1975. The index is arranged in four parts: I. a numbered bibliography, II. a listing by title of artists' works whose names are unknown, III. a listing by painters, and IV. a listing by title giving the names of painters. The work is updated by the First Supplement covering 1973-1980.

REF
ND
1351
N45
1982
v. 1-3

Koke, Richard J., comp. *American Landscape and Genre Paintings in the New York Historical Society*. New York: New York Historical Society, 1982. Volumes. 1,2,3.
The New York Historical Society was founded in 1804 and today contains more than 3,000 landscape and genre paintings in all mediums. These volumes provide small black and white illustrations of the paintings along with brief historical and biographical information. Appendices at the end of Volume 3 include a bibliography, a title index, and a subject index.

REF
ND205
S575

Smith, Lyn Wall. *Index to Reproductions of American Paintings.* Metuchen, NJ: Scarecrow Press, Inc., 1977.

This work indexes over 30,000 paintings reproduced in over 400 books published since 1960. The work is a continuation of the indexes published by Isabel and Kate Monro which cover earlier periods: *Index to Reproductions of American Paintings,* 1948, (Ref. ND205 M57), *Index to Reproductions of American Paintings,* 1948, (Ref. ND205 M57), and *Index to Reproductions of American Paintings,* First Supplement, 1964, (Ref. ND205 M57). The works are all arranged in a similar manner and include painter's name, titles of paintings, dates, and location codes. These are the major sources for locating reproductions of paintings.

REF
N
6490
D49
1982
v. 1 & 2

Smith, Veronica Babington. *International Directory of Exhibiting Artists.* Oxford: CLIO Press, 1982. 2 volumes.

This two-volume work was first called the *Dictionary of Contemporary Artists,* but since the selection was limited to two and three dimensional works, it was renamed for the second edition. The work contains over 9,500 listings of artists who exhibit their works worldwide. There is a bias toward Europe and North America. Each entry includes artist's name, medium, and all notable exhibitions. Birth dates are provided if known. No other biographical information is provided.

COMPUTER-ASSISTED RESEARCH (CAR)

The Computer Assisted Research (CAR) service at the Auraria Library provides computerized literature searching for a reasonable cost. CAR can be used to save many hours of manual searching through paper indexes and abstracts. While there is only one on-line database solely devoted to art, i.e., *Art Modern*, many others do include materials on art.

On-line databases useful to scholarship in art include:

Database	Beginning Date
Art Modern	1974-
ERIC (Education)	1966-
NICEM (Non print materials)	Current
America, History & Life (History)	1963-
MLA Bibliography	1976-

For more information concerning on-line database searching in art, please contact the CAR office (556-2624) or the Reference Desk on the first floor of the Auraria Library.

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AURARIA LIBRARY SERVICES

The Auraria Library serves the students and faculty of the Community College of Denver, Metropolitan State College of Denver, and the University of Colorado at Denver. The collection of approximately 600,000 volumes includes not only books and magazines but also videotapes, long-playing records, music scores, microfilm, and microfiche. Access to these materials is through Auraria's online Public Access Catalog (PAC), which is part of the CARL (Colorado Alliance of Research Libraries) information system. Library hours vary according to the day of the week or semester. For more detailed information, pick up an Auraria Library bookmark at one of the Library's service desks, or consult the Library News Database on CARL.

REFERENCE

The Reference Desk is the first place to go when you need help finding information or starting a research project. Reference assistance is available during most hours that the library is open. The Reference Department also maintains a comprehensive collection of materials for use in the research process, including general and subject encyclopedias, dictionaries, directories, atlases, maps, and statistical sources.

INFORMATION AND TELEPHONE REFERENCE

If you need directional information, such as location of library departments, campus phone numbers, library hours, etc., consult the Information Desk, which is located just inside the entrance to the library. Telephone Reference service, which provides help with directional and short-answer questions, is available by calling 556-2741.

CIRCULATION

Students may check out books with a current Auraria I.D.; undergraduates for 28 days, and graduate students for 60 days. The Library also checks out books to some off-campus patrons. Contact the Circulation Desk (556-2639) for borrowing policy. Renewals may be made in person or by phone. Charges are assessed when books are returned past their due date.

RESERVES

The Reserves Department provides special short-term circulation of books, pamphlets, articles and other materials needed for class instruction. The loan periods are short, and overdue follow-up is prompt so that large numbers of students may have access to the material. These materials include not only titles owned by the Library but also personal copies made available by the faculty. Only students with a current Auraria I.D. may check out Reserves items.

PERIODICALS/MICROFORMS DEPARTMENT

The Periodicals Department maintains the Library's collection of journals, magazines, and microforms. Current periodicals are kept behind the desk and must be checked out with a current identification card from one of the four campus institutions, or other appropriate form of I.D. Back issues of magazines (usually 2 years old or older) are either bound and kept on open shelves or available on microforms. Also available are microfiche editions of college catalogs and phone books for cities with populations of 100,000 or more.

MEDIA DISTRIBUTION

Located in this department is the playback equipment for most major audio-visual formats. Come here to view films and videotapes, and to listen to records. In order to use any of the Media Distribution Department services, a valid Auraria identification card is necessary. This department is also the location of several services to help blind or sight-impaired persons use the library collection.

INTERLIBRARY LOAN (ILL)

This department provides a link to other libraries world-wide; ILL enables you to obtain needed information available at the Auraria Library. Materials, once requested, can take from two to three weeks for in-state borrowing or four weeks or longer for out-of-state borrowing. A fee may be required in order to obtain journal articles or books. Request forms are available at the ILL office which is located near the Reference Desk. Please call 556-2562 for more information.

COMPUTER-ASSISTED RESEARCH (CAR)

The library has the capability of conducting computerized bibliographic searches on over 350 databases. This is a fee-based service; search cost depends on online time, search results and campus affiliation. Use of this service can, in many cases, reduce research time. Request forms are available at the Reference Desk. Refer to the "Computer-Assisted Research" library use guide for more information.

LIBRARY INSTRUCTION

Auraria offers a comprehensive program of library instruction, ranging from formal classroom sessions to a self-guided audio-cassette tour of the library. The tour may be checked out with a valid Auraria I.D. at the Media Distribution Desk. Also available near the Reference Desk is a collection of Library Use Guides which covers a variety of topics of interest to library users.

ARCHIVES AND SPECIAL COLLECTIONS

Archives and Special Collections include legal, administrative, fiscal, and historical materials documenting the activities of the University of Colorado at Denver and the Auraria Higher Education Center (AHEC). Among the items in the department are college catalogs and schedules, campus budgets and reports, campus newspapers and periodicals, first editions, facsimiles, a core reference collection of Colorado history materials, and manuscript collections of original source materials. All materials must be used in the departmental reading room.

ARCHITECTURE AND PLANNING LIBRARY

This branch library, located on the second floor of the University of Colorado at Denver Administration Building (1390 Lawrence Street; 556-2722), contains material on architecture, landscape architecture, interior design, urban design, and planning/community development. The library can be used by all faculty and students with a current Auraria I.D.

COPY CENTER

The Copy Center (operated by Reprographics) offers a microform copying service for students and a wide variety of services for departments, faculty, and staff. For information, call 556-2571.

MISCELLANEOUS SERVICES

Typewriters are available for use in Room 201 of the Library. The cost is $.25 per quarter hour, and you must supply your own paper.

Copy machines are conveniently located throughout the building. For specific locations consult a library map or inquire at the Information Desk.

BEST COPY AVAILABLE

BIOCHEMISTRY

Biological chemistry, or biochemistry, is a field of science concerned with the chemical processes of life. It makes use of concepts derived from biology, chemistry, mathematics, and physics.

The Library of Congress system, used to organize books and other materials at Auraria Library, divides the subject into several smaller components:

Subject	Call numbers
Animal biochemistry	QP 501 TO QP 801
Marine biology	QH 91.8
Chemical aspects of biological materials	QD 415 TO QD 431.7
Plant biochemistry	QK 861 TO QK 899
Biotechnology	TP 248.13 TO TP 248.6

Journals and other periodical articles are the most common means of communication within the field. Specialized biochemical handbooks, encyclopedias, and directories are most commonly used for quick reference.

INDEXES TO THE LITERATURE

The literature (or published record) of the field of biochemistry can include journal articles, government documents, papers from conferences or symposia, dissertations, and books or book chapters. English is the most common language, but it is important to be aware that publications in French, Russian, German or Japanese are fairly common. Some of the materials are available at the Auraria Library or at other libraries in the area; others can be obtained through interlibrary loan. For information, see the brochure "Interlibrary Loan."

Indexes allow users to find information about a particular subject or work by a specific author, published during a certain period of time. Most indexes provide citations (title, author, where the item was published, the date and page numbers, etc.) to specific items. The user must then find the items in the library. The Library Use Guide

AURARIA LIBRARY USE GUIDE
University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

"Periodical Indexes" gives more information about finding periodicals. At the Auraria Library some indexes are available in printed form, others are accessible through a computer.

PRINTED INDEXES

INDEX QH 307 B5	*Biological Abstracts.* Philadelphia: BioSciences Information Service. This is the most comprehensive abstracting and indexing service of world literature in theoretical and applied biology. Subject access is provided by indexing each significant word from the title and placing it in context by including several title words preceding and following it. There are also author, biosystematic name and generic name indexes. References to abstract or entry numbers are provided in the indexes. The abstract numbers lead to citations and summaries in each issue of *Biological Abstracts*.
INDEX QD 9 C48	*Chemical Abstracts.* Columbus, OH: Chemical Abstracts Service. *Chemical Abstracts* is now the only English-language service abstracting all fields of chemistry. The quality of indexing is excellent. Unfortunately, there is often a delay of several months between publication of the primary literature and indexing in *Chemical Abstracts*. The annual subject indexes appear about six months after the end of the volume. However, at the back of each issue is a keyword index. This is an alphabetic listing of phrases containing one to five keywords taken from the title, abstract or text. Entries are organized under 80 section headings, the first 20 of which are related to biochemistry.
INDEX R 129 I42	*Index Medicus.* Bethesda, MD: U.S. Dept. of Health, Education and Welfare. This major medical resource indexes over 2000 journals. Monthly issues are combined annually into a single author index and a two-volume subject index known as *Cumulated Index Medicus*. Citations are listed under as many subject headings as appropriate. Standard subject terminology is used. These controlled vocabulary terms are found in a thesaurus called *Medical Subject Headings* or *"MeSH"*.

INDEX Q 179.9 S4	*Science Citation Index*. Philadelphia: Institute for Scientific Information. This index was developed to provide access to books or papers which cite a known work. It can be used to find related publications of a more recent date, to assess the impact of a particular paper or author on the research community, or to trace a topic across the traditional boundaries of scientific disciplines. For more information, refer to the "Social Science Citation Index" Library Use Guide.

The following two indexes are very easy to use but not comprehensive. Coverage is limited to the most common English-language journals in biology and related disciplines. Access is by author or through standard or "controlled vocabulary" subject headings. Many of the journals indexed are held by Auraria Library. These indexes are good sources for quick searches on common subjects.

INDEX S 493 A47	*Biological & Agricultural Index*. New York: H.W. Wilson Co.
INDEX Q 1 G45	*General Science Index*. New York: H.W. Wilson Co.

Current Contents is a unique tool for rapid access to scientific literature. Weekly issues provide an awareness service to contents of more than 1000 journals. Table of contents pages are arranged by topic. Author and subject indexes are located at the back of each issue.

INDEX Q 1 C97	*Current Contents: Live Sciences*. Philadelphia: Institute for Scientific Information.
INDEX QC 21.2 C8	*Current Contents. Physical & Chemical Sciences*. Philadelphia: Institute for Scientific Information.

COMPUTERIZED INDEXES on the CARL SYSTEM

UNCOVER
Begun in September, 1988, this CARL database provides information from the tables of contents of journals and magazines owned by the CARL libraries. Author names, key words from the titles or summaries, and periodical titles can be searched. There are no subject headings, so users must to include alternative terms to be sure of getting everything on the topic. For more information, refer to the Library Use Guide, "UnCover: Access to Articles Through PAC".

MAGAZINE INDEX and **TRADE AND INDUSTRY INDEX**
The computerized versions of these two common printed indexes are available on the CARL system from late 1988 to the present. Biochemistry is not covered in depth, but some of the core journals, such as *JAMA, Science, Nature,* and *Biochemistry* are included.

COMPUTERIZED INDEXES from COMMERCIAL SYSTEMS

All of the following databases can be searched for a fee through the Library's Computer-Assisted Research service. If you are interested in having an online search done, contact one of the Science Librarians, or fill out a C.A.R. request form at the Reference Desk.

Agricola. 1970 - present. Compiled by the National Agriculture Library.

Biosis Previews. 1969 - present. The online version of *Biological Abstracts.*

CA Search. 1967 - present. The online version of *Chemical Abstracts.*

Medline. 1966 - present. Produced by the National Library of Medicine. Corresponds to *Index Medicus, Index to Dental Literature,* and *International Nursing Index.*

SciSearch. 1974 - present. The online version of *Science Citation Index.*

FINDING PERIODICAL ARTICLES

Once citations to specific periodical articles have been obtained, the next step is to find the item in Auraria Library or in neighboring libraries. Auraria and most other libraries in the CARL system have added holdings information to their catalog records for periodicals.

When searching for holdings information in the CARL system, **BROWSE** by **TITLE** of the periodical to find the record in the library's catalog. (For more information, ask a reference librarian or refer to the PAC Library Use Guides.) At the end of the full cataloging record there should be a list of the volumes owned by the library, the format (bound paper copies, microfilm, and/or microfiche) and call number.

EXAMPLE (QUICK SEARCH COMMAND AND BRIEF RECORD):

```
ENTER COMMAND>>//bt cytogenetics and cell genetics

WORKING...

1                                                   AUR      MAIN   PERIOD
Cytogenetics and cell genetics                      QH431    .C95

<RETURN> TO CONTINUE DISPLAY.  ENTER <LINE NUMBER(S)>TO DISPLAY FULL RECORDS
<Q>UIT FOR NEW SEARCH
```

EXAMPLE (FULL RECORD):

```
-----------------------------------------------Auraria--------------------------------------------------
TITLE(s):       Cytogenetics and cell genetics

                Basel, New York, S. Karger.
                              .
                              .
                              .
OTHER ENTRIES:      Cytogenetics Periodicals
Format:             Serial Serial
Continues:          Cytogenetics 0011-4537

Summary Holdings:
CALL #:         QH431 .C95                LOCN: MAIN  PERIOD
                BOUND: VOL. 16-17 (1976) - VOL. 44-45 (1987)
--1--------------------------------------------Auraria--------------------------------------------------
<RETURN> TO CONTINUE, <Q>UIT for a new search, OR <R> to REPEAT this display, <E> TO
EXAMINE CURRENT ISSUE INFORMATION
```

SERIES/SERIALS

Advances in..., Progress in..., and Annual Reviews..., are important monographic series -- that is, books published at regular intervals, usually every year. Their purpose is to summarize recent developments in a field. Each volume is usually made up of chapters contributed by different authors and may include extensive bibliographies. Biochemistry-related serials available at the Auraria Library include the following:

QP 601 A1 A3	*Advances in Enzymology*. New York: Interscience Publishers. This series is not strictly limited to enzymology. Each issue contains 3-10 articles which deal with such topics as biosynthesis of proteins and lipids. Each volume contains a cumulative author index for the series. The articles are extensively referenced.
QP 501 A7	*Annual Review of Biochemistry*. Palo Alto, CA: Annual Reviews, Inc. One of the longest running annual review publications, this review gives a clear indication of the historical trends in biochemistry. It is generally oriented to the biologist more than the chemist.
QD 251 O7	*Organic Reactions*. New York: John Wiley & Sons. Each chapter is devoted to a single reaction or a definite phase of a reaction, with wide applicability. The subjects are presented from the preparation viewpoint, and particular attention is given to limitations, interfering influences, effects of structure, and the selection of experimental techniques. Many tables are included so that all known examples of a reaction can be presented.

HANDBOOKS

Handbooks provide easy access to precise factual information, such as formulas or physical properties of substances. Data is often presented in tables or diagrams. References to important primary sources may be included. Auraria Library owns several handbooks useful to students of biochemistry:

CRC (Chemical Rubber Company) Handbooks. Cleveland, OH: CRC Press. CRC publishes over fifty handbooks, many of which are in the library's Reference section. The best known are *The CRC Handbook of Chemistry and Physics* (REF QD65 H3) and *The Handbook of Biochemistry and Molecular Biology* (REF QH345 H347 1975-).

The Composite Index (REF QD65 C74) provides access to data on chemical substances which may be found in any of the CRC handbooks. This index is divided into subject and chemical compound sections.

REF QD 5 C5 1984	*Condensed Chemical Dictionary*. 9th edition. New York: Van Nostrand Reinhold, 1984. This is not a dictionary in the usual sense but a compendium of technical data and descriptive information covering many thousands of chemicals and chemical processes.

REF QD 251 D5 1982	*Dictionary of Organic Compounds.* 5th edition. New York: Chapman and Hall, 1982. A multi-volume handbook, organized by chemical name, provides formulas, Chemical Abstracts Service registry number, structure diagrams, natural occurrence, and citations to the primary literature.
REF QD 431 N83 1981	*Nucleic Acid Sequences Handbook.* New York: Praeger, 1981. Actually more of an index than a handbook, this set is intended as a complete listing of nucleic acid sequences published before June 1981. Listings include references to the original source.
REF QH 310 A392	Altman, Philip L., ed. *Biology Data Book* 2nd edition. Bethesda, MD: Federation of American Societies for Experimental Biology, 1972-1974. Volume 1 is arranged in five sections with the data organized in the form of 71 tables. It covers genetics, cytology, reproduction, development and growth. Volume 2 contains a good section on biological regulators and toxins, sensory and neuro-biology. Volume 3 contains sections on nutrition, digestion, secretion, metabolism, respiration, and circulation.
REF QP 601 B2435	Barman, Thomas E. *Enzyme Handbook.* New York: Springer, 1969. This work includes enzymes in which at least one of the following properties has been described in the literature: molecular weight, specific activity, specificity, or kinetic properties. Arrangement is according to the Enzyme Commission list of enzymes.
REF TP 248.2 H3613 1987	*Fundamentals of Biotechnology.* New York: VCH, 1987. Designed as a textbook rather than for quick reference, this book provides a good overview of the subject with special attention to techniques and processes. Chapters have fairly extensive bibliographies. There is an index at the back to provide quick access by subject.

DICTIONARIES AND ENCYCLOPEDIAS

Dictionaries and encyclopedias provide background on substances, properties, methods, procedures, and sometimes people important in the discipline. They are useful supplements to textbooks, and good first sources when doing library research. The amount and type of information provided can vary widely; therefore, it is often important to check more than one source.

REF QD 5 V37 1984	*Encyclopedia of Chemistry*. 4th edition. New York: Van Nostrand Reinhold, 1984. A "classic" encyclopedia of general chemistry, containing over 1,300 entries. Some tables and diagrams are provided, and references to the primary literature are given for all but the shortest entries.
REF QD 415 B713 1983	*Concise Encyclopedia of Biochemistry*. New York: DeGruyter, 1983. A translation of a German work. Industrial processes are covered fairly well; coverage for some other subjects is sketch. Many clear diagrams and tables are included but few citations to the literature. A good first source.
REF QH 13 H38 1989	Henderson, I.F. *Henderson's Dictionary of Biological Terms*. New York: Wiley, 1989. This is a fine basic dictionary of all fields of biology incorporating many newer terms. This 10th edition (1989) is a fairly up-to-date tool for short definitions.
REF QH 427 K55 1985	King, Robert C. *Dictionary of Genetics*. 3rd edition. New York: Oxford University Press, 1985. This concise dictionary concentrates on words which commonly occur in genetics literature but often excluded from more general biological dictionaries. Also includes a chronological list of important people in the field.
REF QP 512 S73 1989	Stenesh, J. *Dictionary of Biochemistry and Molecular Biology*. New York: Wiley, 1989. An extensive one-volume dictionary which emphasizes terms adapted from other sciences, abbreviations, and synonyms.
REF TP 248.16 W35	Walker, John M. *The Language of Biotechnology*. Washington, DC: American Chemical Society, 1988. A fairly comprehensive and up-to-date dictionary devoted to specialized language in the various areas of biotechnology.

BUSINESS RESOURCES: COMPANY AND INDUSTRY INFORMATION

People need information about a company for a variety of reasons, including job-hunting, investing, or analyzing a competitor. At the same time, information about a company becomes more meaningful when the company is viewed within the context of the industry or industries in which it operates.

This guide is a selective list of company and industry information in the Auraria Library. It is divided into four major sections: (1) **Industry information** describes publications that examine an industry as a whole; (2) **Company information** lists sources that provide information about specific companies; (3) **Indexes** can lead the researcher to current and detailed information about both companies and industries; (4) **Other sources** lists suggestions for researchers who may wish to go beyond the scope of the other resources listed.

In most cases, the resources in this guide are located in the Auraria Library. Many of these titles are also available, along with other resources, in other libraries.

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1. INDUSTRY INFORMATION

Finding information about an industry is often one of the first steps in developing a major business document, such as a business plan or market plan. The following sources discuss broad industries and their major segments, often naming key players and providing rankings or market share data.

Narrative Sources

REF.
HC
106.6
S74

Standard and Poor's Industry Surveys. New York: Standard and Poor's Corporation, 1973 to the present.
This publication describes major trends and issues in numerous industries. Financial and statistical information about industry leaders is included, often with market share data.

REF. RES
HC
106.5
A17

U.S. Industrial Outlook. Washington, D.C.: U.S. Government Printing Office. Annual.
This annual volume covers more than 350 industries, with somewhat greater attention given to the international business perspective than in Standard and Poor's. Although trends and forecasts for an industry as a whole are provided, individual companies are rarely mentioned. (Latest volume at reference desk.)

REF.
HG
4501
V26

Value Line Investment Survey. New York: Arnold Bernhard, 1970 to the present.
Concise yet detailed, Value Line covers about 100 industries. It ranks the expected performance of both industries and companies, and gives historical information as well. Information about risk is included. Emphasis is on industries dominated by publicly traded companies. (Latest volume at reference desk.)

Index
HG
4001
C53

MICRO
HG
4001
C53

CIRR: Corporate and Industry Research Reports Index. Eastchester, NY: JA Micro Publishing, 1982 to the present.
Research reports about corporations and industries, written by analysts from more than forty major investment companies, are listed in this index. Although the reports are not the latest, they provide a detailed analysis of a company or industry and factors affecting its profitability. The main section of the index is alphabetical by investment company and includes a brief description of each report. Separate company and industry indexes are also provided. The reports are on microfiche, and the fiche number for each report is given at the end of the entry.

Financial Ratios

REF. HF 5681 R25 I525	Industry Norms and Key Business Ratios. New York: Dun & Bradstreet. Annual. (Library edition) Fourteen important financial ratios plus common size/percentage financial statements for 800 lines of business are collected in this volume. Upper, middle, and lower quartiles are provided for each industry. Industries are arranged by S.I.C. number.* KEPT AT REFERENCE DESK.
REF. HF 5681 B2 R6	Annual Statement Studies. Philadelphia: Robert Morris Associates. Annual. This collection of ratios presents more detailed financial statement information than the Dun & Bradstreet source described above, but it includes fewer industries (350 vs. 800) and is based on a smaller sample size (83,000 vs. 1,000,000+). A useful feature is the bibliography of specialized industry publications which include financial ratios. KEPT AT REFERENCE DESK.

2. COMPANY INFORMATION

Company Status

Finding extensive information about a company is a relatively simple process if the company is a publicly held company that is required to file annual reports with the Securities and Exchange Commission. All publicly traded companies are listed in the Directory of Companies Required to File Annual Reports with the Securities and Exchange Commission (REF HG 4556 U5 A39). (Latest edition at reference desk.)

If a company is not listed in Companies Required to File, there are several possibilities.

a. The company name may actually be a brand name or trade name. Check brand or trade name indexes in Thomas Register of Manufacturers (REF T12 T6), Trade Names Directory (REF T223 U4 A25), or Standard Directory of Advertisers (REF HF 5805 S7) to identify the company that produces or markets a particular brand name.

b. The company may be a subsidiary, division, or affiliate of a publicly held company, so information normally appears under the name of the parent company. For example, information about Frito Lay is found under the name of its parent company, Pepsico. Some resources to identify the parent company of a subsidiary are:

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*The Standard Industrial Classification (SIC) is a system often used to classify industries. Most of the time, a book that uses the SIC codes provides its own alphabetical index to the codes. However, further information regarding the SIC codes can be found in the Library Use Guide, "Standard Industrial Classification (SIC): Its Value, Its Organization, and Its Use."

- Directory of Corporate Affiliations (REF HG 4057 A219)
- Who Owns Whom (North America) (REF HG 4538 W423)
- Standard & Poor's Register of Corporations (REF HG 4057 A4)

c. The company may have recently been involved in a name change, merger, or sale. Looking for the company name in a periodical index is a good way to identify the relevant company names. A list of periodical indexes begins on page 7 of this guide.

d. If the above tactics fail to reveal any indication of public company status, then it usually must be assumed that the company is privately held. Private status means that information on a company will be more difficult to find, because the company is not legally required to disclose its operating results. However, some information may be available, particularly in directories (page 5) and periodical indexes (page 7). The resources that include both public and private companies are coded Pp, whereas those that cover only public companies are coded P.

Financial and Operating Information

REF. HG 4961 M66	Moody's Complete Corporate Index. New York: Moody's Investors Service. Index to volumes giving information on major companies traded on the New York, American or OTC Stock Exchanges. Information includes corporate officers and directors, history of the company, list of subsidiaries, location of major plants, lines of business, capital structure, and financial statements. The series of manuals includes the following: (Code: P)

REF. HG 4961 M65	Bank and Finance Manual. Semiweekly updates.
REF. HG 4961 M67	Moody's Industrial Manual. Semi-weekly updates.
REF. HG 4961 M7237	OTC Industrial Manual. Semi-weekly updates.
REF. HG 4961 M7245	Public Utility Manual. Semi-weekly updates.
REF. HF 4971 M74	Transportation Manual. Weekly updates.
REF. HG 4961 M678	International Manual. Weekly updates.

MICRO HG 4001 C53	CIRR/Corporate Industry Research Reports. These investment company reports are described in detail under Industry Information--Narrative sources, on page 2 of this guide. (Code: P)
Index HG 4001 C53	Index to CIRR/Corporate Industry Research Reports.

Guide to Codes: P = Public companies only; Pp = Both public and private companies.

REF. HG 4501 V26	*Value Line Investment Survey.* Along with information about industries, this service, described on page 2 of this guide, publishes concise reports on selected public companies. KEPT AT REFERENCE DESK. (Code: P)
REF. HD 9743 N48	*Ward's Business Directory.* (3 vols.) Belmont, CA: Information Access Company. Annual. For public, private, and international companies, ranks by sales within industry, lists by industry, and lists alphabetically. Provides financial information in depth for public companies, briefly for private companies. KEPT AT REFERENCE DESK. (Code: Pp)

Corporate Annual Reports

Because of legal requirements to disclose certain types of financial data and other information, annual reports and 10-K reports for publicly-held corporations provide a wealth of information. Auraria Library has a microfiche collection of reports for over 10,000 public companies. In addition, paper copies of annual reports of selected Colorado companies are located in the InfoColorado collection, west of the reference area.

MICRO HF 5681 B2 C6	1985 - Microfiche collection provided by the Q-data Corporation. Reports include annual reports, 10-K reports, proxies and other reports. See index below for information on retrieving the reports. Reports prior to 1985 are alphabetical by company name. (Code: P)
Index HF 5681 B2 C6	*Q-File.* Use this index to find company name and reports available. Copy down the microfiche number indicated and use that number to get the report at the Periodicals Desk. (Code: P)

Directories

Directories list names, addresses, and telephone numbers of individuals, organizations, or companies. Some *company* directories include information such as lines of business, number of employees, and brief financial information. The following directories provide varying information on public and private companies.

Guide to Codes: P = Public companies only; Pp = Both public and private companies.

United States Directories

REF. HC 102 D8	Million Dollar Directory. New York: Dun & Bradstreet. Annual. A directory of major firms giving company name, address, telephone number, D-U-N-S number, SIC codes, employee size, sales volume, and products. Indexes provide access by SIC code and by geographical location of the main office. (Code: Pp)
REF. HG 4057 A4	Standard and Poor's Register of Corporations, Directors and Executives. New York: Standard and Poor's Corp. Annual. A directory of major U.S. firms. Volume 1 gives company address, telephone number, principal officers and directors, SIC codes, products, number of employees, and sales volume number. Volume 2 provides biographies of key executives. Volume 3 provides indexes by SIC code and by geographical location. (Code: Pp)
REF. T 12 T6	Thomas Register and Thomas Register Catalog File. New York: Thomas Publishing Company. Annual. This set is divided into three sections covering products and services, company profiles, and catalogs of manufacturing companies. (Code: Pp)
REF HG 4057 A157	Corporate Technology Directory. (4 vols.) Wellesley Hills, MA: CorpTech. Annual. Lists 17,100 high technology U.S. firms, both public and private. Index by company name, geographic location, and by specific product. KEPT AT REFERENCE DESK. (Code: Pp)
MICRO HE 8811 P47	Phonefiche. A microfiche collection of telephone books of American cities of over 100,000 in population and all state capitals. Both white pages and yellow pages are included. Telephone directories for many Colorado cities are available in paper and are located in the Reference area at REF. HE 8840 C5 M6. (Code: Pp)

Colorado Directories

REF. HF 5068 D4 C6	Contacts Influential. Arvada: Influential Contacts. Annual. A directory of nearly all Denver firms. Information given for each firm includes address, telephone number, principal executives, SIC code, number of employees, and type of office (i.e., headquarters, branch, or local). Most recent edition is kept at the Reference Desk. (Code: Pp)

Guide to Codes: P = Public companies only; Pp = Both public and private companies.

COLO. T 12 C6	Directory of Colorado Manufacturers. Boulder: University of Colorado Business Research Division. Annual. For each company listed, this directory provides ownership, firm size, date of establishment, and products manufactured. (Latest edition at Reference Desk.) (Code: Pp)
COLO. HF 3010 R6	Rocky Mountain High Technology Directory. Boulder: Leading Edge Communications. Annual. This directory includes key management, directors, history, and products of firms in "high technology" fields, such as microelectronics, biotechnology, and video. Kept at the reference desk. (Code: Pp)
COLO. HF 1009.5 C66 1986	Colorado International Trade Directory. Boulder: Strategic Assessments, Inc., 1986. Lists exporting and importing firms in Colorado. Kept at the reference desk. (Code: Pp)

Company Management

The evaluation of a company's management is a component of most company analyses. The following sources provide information about the experience and education of key officers and/or directors. Also check Standard and Poor's Register of Corporations, Directors, and Executives, described on page 6.

REF. HD 2745 D85	Reference Book of Corporate Managements. Parsipanny, NJ: Dun's Marketing Services. Annual. Officers of approximately 12,000 companies are profiled. (Code: Pp)
Micro HF 5681 B2 C6	Proxy Statement. This document is submitted to shareholders who are voting for company directors. These statements are on microfiche, and are indexed in the Q-File (Index HF 5681 B2 C6). (Code: P)

3. INDEXES

Indexes can be used to identify journal and magazine articles, newspaper articles, statistical information, and government documents, for example. The Auraria Library owns numerous indexes that are of value to the business researcher.

Guide to Codes: P = Public companies only; Pp = Both public and private companies.

Journal/Magazine Indexes

Index HF 5001 B983	Business Periodicals Index. New York: H.W. Wilson Company, 1958 to the present. Subject index to articles in business and trade periodicals. This is the basic index to business periodical literature. Some company names appear as subjects. No author indexing is provided. (Code: Pp)
Index HD 2785 F18	Predicasts F&S Index (United States). Cleveland: Predicasts, Inc., 1965 to the present. (Formerly F&S Index of Corporations and Industries.) Indexes information regarding business, economic, industrial and corporate news. The index is a good source for information on specific companies and on industries. One section is a classified arrangement based on the SIC code. Since early 1986, this index has listed articles from regional business publications, such as the Denver Business Journal. (Code: Pp)

Newspaper Indexes

Index HG 1 W26	Wall Street Journal Index. Chicopee, MA.: Dow Jones and Co., Inc., 1958 to the present. An index to articles from the Wall Street Journal newspaper. Barron's, the weekly financial newspaper, is also indexed here. This index has two alphabetical sections: 1) "Corporate News" and 2) "General News" (i.e., subjects other than company names). (Code: Pp)
Index AI 21 N44	The New York Times Index. New York: New York Times Co., 1851 to the present. This index provides useful information on companies and industries of national importance. (Code: Pp)
Index HT 151 N4	NewsBank. Greenwich, CT: NewsBank, 1970 to the present. An index to a microfiche collection of articles from newspapers. Useful for finding articles about local or regional business conditions and industries. (Code: Pp)
Index AI 21 D43	Bell & Howell's Newspaper Index to the Denver Post. Wooster, Ohio: Bell & Howell, 1979 to the present. This index, with its quarterly supplements, is a good source of information on Colorado companies. (Code: Pp)

Guide to Codes: P = Public companies only; Pp = Both public and private companies.

Statistical Indexes

Index
HA
205
A46

American Statistics Index. Washington, D.C.: Congressional Information Service, 1973 to the present.
Detailed indexing of statistical data in U.S. government publications, including periodicals and reference resources such as Current Population Reports. The Library's government documents collection includes many of these publications. The Library also has many reports on microfiche from 1973-1979, and from 1982 to the present.

Index
HA
203
S7

Statistical Reference Index (SRI). Washington, D.C.: Congressional Information Service, 1980 to the present.
This index identifies statistics of state agencies, associations and institutes, business organizations, and universities. Use the index volumes to identify the abstract number, and then locate the description of the publication in the companion abstract volumes. Auraria Library has this index for 1983. The following libraries have the indexes for all years: Denver Public Library, DU, CU-Boulder, and UNC. If the Auraria Library owns the document it will be listed in PAC. Most of the documents indexed by SRI are also available on microfiche, which are available at CU-Boulder and at DU.

U.S. Government Document Indexes

Government documents can be valuable sources of business data. Although more information can be found regarding industries than companies, both kinds of information are available. For example, the U.S. government is a prolific publisher of information about industries facing regulation, deregulation, or antitrust investigations, and also for industries facing foreign competition. In addition to the sources listed below, consult American Statistics Index (pg. 9 of this guide).

Index
J
83
U5

Monthly Catalog of U.S. Government Publications. Washington, D.C.: Superintendent of Documents, 1887 to the present.
A wide variety of industry information may be found by using the subject index or keyword index of this guide.

Index
KF
49
C62

CIS/Index to Publications of the United States Congress. Washington, D.C.: Congressional Information Service, 1970 to the present.
A finding guide for testimony and reports submitted to Congress.

4. OTHER SOURCES

Guides and Bibliographies

The sources mentioned previously in this guide may be sufficient for locating information on many companies and industries. However, in some cases additional information may be required. The following titles will lead the researcher both to specialized reference sources and to professional organizations within industries.

REF. AS 22 E5	Encyclopedia of Associations. Detroit: Gale Research Co. Annual. An annotated directory of U.S. and international organizations. Information includes address, telephone number, date founded, membership size, publications and regular meetings of each association. KEPT AT REFERENCE DESK.
REF. HF 5030 D3 1985	Daniells, Lorna M. Business Information Sources. Revised edition. Berkeley: University of California Press, 1985. Organized by types of information needed, this guide is important for general business information and lists particular resources for company information. It gives extensive resource suggestions. KEPT AT REFERENCE DESK.
REF. HD 2346 U5 S65 1987	Small Business Sourcebook. (2nd ed.) Detroit: Gale Research Company, 1987. Although this two-volume set is designed for persons starting or operating a small business, it lists sources of value to those analyzing an industry. For 140 types of businesses, this book lists associations, other organizations of interest, reference works, statistical sources, trade shows, and franchises.

Computer-Assisted Research

Computer access to numerous business information sources is available at Auraria Library. Some databases provide citations to articles more quickly than do the print indexes. Other databases are directories that provide basic information about companies, often including financials, employee size, and sales figures. For more information regarding this service and its costs, ask at the Reference Desk or call 556-2741.

kn: 10/90
p93

BUSINESS RESOURCES: INTERNATIONAL MARKETING

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1. INTRODUCTION

This guide is intended to assist the student or researcher who is considering marketing a product in a foreign country. It will lead the user to published sources that can provide information useful in the creation of a marketing plan.

Like many other business-related projects or assignments, researching a marketing plan for an international product or service requires a multidisciplinary approach. In addition to considering a country's economic and business conditions, the researcher should undertake a thorough assessment of the country's social, political, geographical, and cultural environment in order to evaluate the extent and nature of the risks involved.

However, locating published information is only one step in the planning process. The data that are located may lack detail, reliability, comparability, or currentness, so the researcher must allow for these additional risks in the final plan or analysis. The presence or absence of information in published sources can also indicate to what extent survey research is necessary.

This guide assumes that the plan or report will include sections on the country itself, on the industry and product, and on possible competitors. Several of the sources listed provide information that may be relevant to more than one section of a marketing plan. Unless stated otherwise, all the items included in this guide are available at the Auraria Library. Other libraries in the Denver area may own items that can supplement the sources listed here.

2. COUNTRY INFORMATION: CULTURAL, POLITICAL, DEMOGRAPHIC

GENERAL INFORMATION

REF. JN 1 E85	Europa Yearbook. London: Europa Publications. (Annual) Detailed information about each country includes an introductory survey, a statistical survey, the government, press, radio and television, finance, trade and industry, etc. Despite the title, this book covers all countries and all continents.
REF. HA 17 D45	Demographic Yearbook. New York: Department of International Economic and Social Affairs, Statistical Office, United Nations. A compendium of international demographic data including official statistics from almost 250 geographic areas of the world. Covers population (distribution, characteristics, etc.), natality, mortality, marriage and divorce.
REF. AZ 361 U45	Statistical Yearbook. Paris: United Nations Educational, Scientific and Cultural Organization. (Annual) Covers cultural data such as literacy, book production, film and television, and educational expenditures. KEPT AT REFERENCE DESK.
Doc. D101.22 550	(Name of Country): A Country Study. (Area Handbook Series). Washington, DC: The American University. Irregular. Each book in this series deals with a particular foreign country, describing and analyzing its economic, military, political, and social systems. Recent volumes are not available for every country.
REF. JF 2011 W67 1987	World Encyclopedia of Political Systems and Parties. (2nd ed.) New York: Facts on File, 1987. Basic political systems, electoral processes, major parties, and prospects for stability are described for 200 countries and microstates.
REF. G 59 U5	Background Notes. Washington, DC: U.S. Department of State, Bureau of Public Affairs. A unique series of brief, authoritative pamphlets on roughly 170 selected countries of the world. Provides concise information on history, geography, culture, government, politics, economics, climate, and transportation. Includes small maps of countries.

REF. G 153.4 C57 1985	*Cities of the World*. Detroit: Gale, 1985. 4 volumes + supplement. Based on the Department of State's "Post Reports," provides details on education, recreation, and entertainment in major cities of the world. Includes city maps.
REF. GT 75 B74	*Culturgrams*. Provo: Brigham Young University, 1977. Covers customs and courtesies: meeting, greeting, eating, proper attire, etc., in various countries.

RECENT INFORMATION: PERIODICAL AND DOCUMENT INDEXES

Index HF 5001 B983	*Business Periodicals Index*. New York: H.W. Wilson Co., 1958 to the present. A subject index to periodicals in business. This can be used in two ways within the field of international marketing. Looking under the name of a particular country will produce listings of articles about economic, social, political, and other aspects of that country. Information about the international aspects of a particular industry can be found by looking under a particular industry, such as the automotive industry, and turning to the end of that section where entries are subdivided geographically.
Index H 1 P9	*P.A.I.S. Bulletin*. New York: Public Affairs Information Service, 1915 to the present. Provides strong coverage of international economics, politics, and business. Used in a manner similar to *Business Periodicals Index*, with listings by country, by industry, or by topic (in one alphabetical sequence).
Index HA 205 A46	*American Statistics Index*. Washington, DC: Congressional Information Service, 1973 to the present. This index to statistical publications of the U.S. government allows one to look up documents by country or by subject, including industry.
Index HA 155 I53	*Index to International Statistics (IIS)*. Washington, DC: Congressional Information Service, 1984 to the present. This is an index to the statistical publications of international agencies, such as OECD and the United Nations. It includes both cultural and economic material. Items are listed by "Subjects, Names, and Geographic Areas" and by "Categories," such as age, commodity, country, industry, and sex. Thus, one can look up material about a particular country or a particular industry. To use: Begin with the index volume, then check the corresponding abstract volume to get the title of the document referred to. Some of the titles listed are available at the Auraria Library; the remainder are available on microfiche at the Norlin Library at CU-Boulder.

3. COUNTRY INFORMATION: ECONOMIC, MARKETING, BUSINESS

GENERAL INFORMATION

REF. K 1001.4 P7	Doing Business in (Country). Price Waterhouse. (Irregular) This collection of guides covers investment climate, procedures for doing business, accounting practices, and tax systems in various countries of the world. Some of the titles have not been recently updated.
REF. HF 3011 D7	Exporters Encyclopaedia. New York: Dun & Bradstreet. (Annual) Includes market information, import and exchange regulations, shipping services, communication data, etc., arranged alphabetically by country.
REF. HF 91 U482	Marketing in (Country). Washington, DC: U.S. Department of Commerce, International Trade Administration. A unique series which provides detailed information on overseas trade and investment conditions and opportunities for selected countries of the world. The government issues about 10 new or revised reports per year. This was formerly called Overseas Business Reports.
REF. HC 10 E416	Foreign Economic Trends and Their Implications for the United States. Washington, DC: distributed by the United States Department of Commerce, Bureau of International Commerce. A regularly updated series of pamphlets prepared by U.S. Foreign Service Officers on 130 countries, pinpointing the economic and financial conditions of a country and marketing prospects for U.S. products. It emphasizes current trade opportunities.
REF. HC 59.7 W655	World Bank. World Development Report. New York: Oxford University Press. (Annual) International flows of credit and capital are examined in both tables and narrative form.
REF. HD 4826 I63	Yearbook of Labour Statistics. Geneva: International Labour Office. (Annual) Employment, unemployment, hours of work, wages, and industrial disputes are among the topics covered in this annually updated work.
REF. PN 4735 W6 1982	Kurian, George Thomas, ed. World Press Encyclopedia. (2 vols.) New York: Facts on File, 1982. Although now dated, this encyclopedia provides considerable detail on media in 180 countries. It covers issues such as economic framework, press laws, censorship, and electronic news media. A summary of "international advertising" appears in volume 1.

REF. PN 4700 E4	Editor and Publisher International Yearbook. New York: Editor & Publisher. (Annual) Lists newspapers worldwide. Includes circulation and, in some cases, advertising rates.

RECENT INFORMATION:
TRADE AND EXPORT DATA

Period. HC 59 A15 M6	United Nations. Statistical Office. Monthly Bulletin of Statistics. (Monthly) A monthly compilation of statistics on production, trade, transport, and finance. Some tables are published quarterly rather than monthly. Historical data for the previous seven years is included in monthly issues. For earlier data, see the United Nations Statistical Yearbook (REF HA 12.5 U63).
Period. HF 91 O672a	Organisation for Economic Co-operation and Development. Monthly Statistics of Foreign Trade. (Monthly) For OECD member countries, covers foreign trade indicators, volume and average value indices, trade within five major product categories, and trade with specific partner countries.
Period. HC 10 O68	Organisation for Economic Co-operation and Development. Main Economic Indicators. (Monthly) For OECD member countries, provides economic data within individual countries over time, and between countries at a given time.

RECENT INFORMATION:
PERIODICAL AND DOCUMENT INDEXES

The following periodical indexes will lead you to recent information on business and economic conditions in various countries of the world. These indexes are described in detail at the end of section 2 of this guide:

Business Periodicals Index (Index HF 5001 B983)
P.A.I.S. Bulletin (Index H 1 P9)
American Statistics Index (Index HA 205 A46)
Index to International Statistics (Index HA 155 I53)

4. MARKET CONDITIONS: PRODUCT AND INDUSTRY INFORMATION

GENERAL INFORMATION

REF. HC 59 C69	Country Market Survey. Washington, DC: United States Department of Commerce, International Trade Administration. A series of market research studies, each of which covers the market potential in a specific foreign country for an American export line of goods, i.e., the market potential for U.S. apparel exported to Australia. Only selected industries are covered. The issues are arranged alphabetically by product.

REF. HC 106.5 A17	U.S. Industrial Outlook. Washington, DC: U.S. Government Printing Office. (Annual) This annual volume covers more than 350 industries, with considerable attention given to the international business perspective. Although trends and forecasts for an industry as a whole are provided, individual companies are rarely mentioned.
REF. HA 42 I56	International Marketing Data and Statistics. London: Euromonitor. (Annual) Covers 132 countries worldwide, excluding Europe. Provides historical data on consumption and market sizes, retailing, and consumer expenditures, as well as basic demographic and economic information.
REF. HD 7022 C68 1985	Consumer Europe: A Pan-American Market Information Database. London: Euromonitor, 1985. Shows five-year trends of consumer purchases in European countries. Includes detailed products such as quartz digital watches and toothpaste.
REF. HA 1107 E87	European Marketing Data and Statistics. London: Euromonitor. (Annual) In addition to basic demographic and economic information, provides historical data on consumption, market sizes, retailing, and consumer expenditures.

RECENT INFORMATION:
PERIODICAL AND DOCUMENT INDEXES

Index HF 1040.9 E8 F14	Predicasts F&S Index: Europe. Cleveland: Predicasts, 1978- . This index emphasizes product and industry information, with indexes by product code, by country, and by company name. An alphabetical guide to the product code appears at the front of each volume. Only Europe is covered. See Predicasts F&S Index: International (below) for countries outside Europe.
Index HD 2709 F18	Predicasts F&S Index: International. Cleveland: Predicasts, 1971- . Covers companies, products, and industries outside Europe and the United States. Indexes articles and news reports from foreign and U.S. journals, newspapers, and trade publications. See Predicasts F&S Index: Europe (above) for European countries.

In addition, the following periodical indexes will lead you to recent information on products and industries of the world. These indexes are described in detail at the end of section 2 of this guide:

Business Periodicals Index (Index HF 5001 B983)
P.A.I.S. Bulletin (Index H 1 P9)
American Statistics Index (Index HA 205 A46)
Index to International Statistics (Index HA 155 I53)

5. COMPANY INFORMATION: COMPETITORS AND SUPPLIERS

DIRECTORIES

REF. HF 54 U5 P74	Principal International Businesses. New York: Dun & Bradstreet. (Annual) This world marketing directory presents up-to-date information on approximately 50,000 leading enterprises in 133 countries throughout the world.
REF. HG 4961 M678	Moody's International Manual. New York: Moody's Investors Service. (Annual, with weekly updates.) Arranged by country, this manual provides historical and operating information for publicly traded companies in 100 countries. Blue pages in the center of each bound volume include alphabetical, industry, and country indexes.
REF. HD 9723 N48 V. 3	Ward's Business Directory, Volume 3: Major International Companies. Belmont, CA: Information Access Company. (Biennial) Major companies are listed by country and again by industry. Brief financial data are included. KEPT AT REFERENCE DESK.
REF. ~~HF~~ HG 4538 A1 D5	Directory of American Firms Operating in Foreign Countries. (10th ed.) 3 vols. New York: Uniworld Business Publications, 1984. Volume One lists "American firms which have operations overseas." Volumes Two and Three list countries of the world, and tell which American firms are operating there.
REF. HG 4538 W423	Who Owns Whom: North America. London: Dun & Bradstreet Ltd. (Annual) The first section of this volume lists North American companies, along with their foreign subsidiaries. The second section is a listing of foreign companies that own North American subsidiaries. The last section is an alphabetical listing of subsidiaries and associates, which identifies the name and location of parent companies.

RECENT INFORMATION
PERIODICAL INDEXES

The following periodical indexes will lead you to recent information on companies operating throughout the world. These indexes are described in more detail on pages 3 and 6 of this guuide.

Business Periodicals Index (Index HF 5001 B983)
P.A.I.S. Bulletin (Index H 1 P9)
Predicasts F&S Index: Europe (Index HF 1040.9 E8 F14)
Predicasts F&S Index: International (Index HD 2709 F18)

In addition, consult the Auraria Library Use Guide Business Resources: Company and Industry Information for other suggestions.

6. ADDITIONAL SUGGESTIONS

BIBLIOGRAPHIES AND DIRECTORIES

Directories will help the researcher identify experts and associations that may be knowledgeable about a particular country or industry. Bibliographies often include lists of publications that may pertain to a particular country of industry. The following publications may give the researcher ideas of other sources of information.

REF. HF 294 W75	World Wide Chamber of Commerce Directory. Loveland, CO: World Wide Chamber of Commerce Directory. (Annual) Includes American Chambers of Commerce abroad, and consulates and embassies worldwide.
REF. HA 29 S787	Wasserman, Paul, ed. Statistics Sources: A subject guide to data on industrial, business, social, educational, financial, and other topics for the United States and internationally. Detroit: Gale, 1983. Indexes individual topics covered in major statistical publications, such as those published by the United Nations. Look under the name of the country to find references to data of interest.

ALTERNATIVE APPROACHES

The titles listed in this guide are intended as a general guide to the process of developing a marketing plan for a product to be sold internationally. Other indexes or reference sources may be equally useful for particular products. For example, you may wish to consult Education Index if you are developing a product to be sold to schools, or Abridged Index Medicus if you are planning to market a medical product. Ask at the reference desk if you would like suggestions of other sources. In addition, do not overlook general sources such as Encyclopedia Americana (REF. AE 5 E333) or Readers Guide to Periodical Literature (Index AI 3 R48).

PUBLIC ACCESS CATALOG (P.A.C.)

The Auraria Library owns many books and other items dealing with various aspects of international business. In particular, many books about individual countries are available. Books, reference books, media, indexes, periodical titles, and many government publications may be located by WORD, NAME, or title (BROWSE) in the Public Access Catalog. In WORD searching, any word you might think of may be used, but for the most effective use of PAC consult the Library of Congress Subject Headings located near the PAC terminals. This is particularly important in cases in which the name of a country has had several variations.

In addition, PAC serves as a catalog to books owned by other libraries in the region. For example, books at CU-Boulder and at Denver Public Library can be identified using PAC.

COMPUTER-ASSISTED RESEARCH

Computer access to numerous business information sources is available at Auraria Library. This service, for a fee, can provide a customized bibliography, or can, in some cases, retrieve an abstract or the complete text of a periodical article. To determine whether this service would be useful or cost-effective for your project, ask at the reference desk for further information.

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BUSINESS RESOURCES:
MARKETING RESEARCH

The sources listed in this guide will enable students and market researchers to identify relevant information in the Auraria Library and elsewhere. This guide includes specialized sections on competition and industry information sources, consumer information sources, and environmental information sources. It concludes with sections on sources applicable to each of the three preceding areas: general guides and indexes, the Public Access Catalog (PAC), and the Computer-Assisted Research service (CAR).

If you need help locating or using one of the sources listed in this guide, or if you would like suggestions for additional sources, please consult a librarian.

COMPETITION/INDUSTRY INFORMATION SOURCES

The titles described in this section will help the researcher identify the size and prospects of a particular industry.

INDUSTRY OVERVIEWS

REF. HC 106.6 S74	Standard and Poor's Industry Surveys. New York: Standard and Poor's Corporation, 1986 to the present. This frequently updated publication provides lengthy descriptions of major trends and issues in numerous industries. Financial and statistical information about industry leaders is included, often with market share data.
REF. HC 106.5 A17	U.S. Industrial Outlook. Washington, D.C.: U.S. Government Printing Office, 1981 to the present. This annual volume covers more than 350 industries, with somewhat greater attention given to the international business perspective than in Standard and Poor's. Although trends and forecasts for an industry as a whole are provided, individual companies are rarely mentioned.

INDUSTRY STATISTICS

REF. HC 101 A184	County Business Patterns. Washington, D.C.: U.S. Government Printing Office, 1946 to the present. For each county in the United States, this publication provides number of employees, payroll, number of establishments, and number of establishments within size categories for SIC industry classifications.

REF. HF 5429.3 C4 year	*1982 Census of Retail Trade*. Washington, D.C.: U.S. Government Printing Office. Conducted every five years, this census collects data on number, sales, and size of retail establishments in the U.S. General statistics appear in the volume for each state, whereas industry-specific data (such as seating capacity of restaurants) are included in the "Miscellaneous subjects" volume.

COMPANY DIRECTORIES

These directories are useful for identifying companies in a particular industry, or companies in a certain geographic location.

REF. HF 5068 D4 C6	*Contacts Influential*. Denver: Influential Contacts. Annual. A directory of nearly all Denver firms. Access is provided by company name, SIC code, key executives, zip code, and telephone number. Information given for each firm includes address, telephone number, principal executives, SIC code, number of employees, and type of office (i.e., headquarters, branch, or local). Most recent edition is kept at the Reference Desk.
REF. HC 102 D8	*Million Dollar Directory*. New York: Dun & Bradstreet. Annual. A three-volume directory of major firms giving company name, address, telephone number, DUNS number, SIC codes, number of employees, sales volume, and products. Indexes provide access by SIC code and by geographical location of the main office.
REF. HG 4057 A4	*Standard and Poor's Register of Corporations, Directors and Executives*. New York: Standard and Poor's Corp. Annual. A three-volume directory of major U.S. firms. Volume 1 gives company address, telephone number, principal officers and directors, SIC codes, products, number of employees, and sales volume. Volume 2 provides biographies of key executives. Volume 3 provides indexes by SIC code and by geographical location.

CONSUMER INFORMATION SOURCES

The sources in this section will lead to information on customers who may buy a product. You may find where they live, how many of them there are and, to some extent, what they are like.

DIRECTORIES

These directories may be used as populations from which to draw samples. Several of the directories listed below include both companies and individuals so they may be used for industrial marketing as well as consumer marketing purposes.

MICRO HE 8811 P47	Phonefiche. A microfiche collection of telephone books of American cities of over 100,000 in population and all state capitals. Both white pages and yellow pages are included. Telephone directories for most Colorado cities are available in paper and are located in the Reference area at Ref. HE 8840 C6 M6.
REF. F 782 A2 B7	Cole Directory for Greater Denver. Usually called a "city directory" or a "criss-cross" directory. This directory allows the user to look up a street address and find the name and phone number of the occupant, or to find the name and address by looking up the phone number. This directory also provides buying power information for geographic sections of a community.
REF. AS 22 E5	Encyclopedia of Associations. Detroit: Gale Research Co. An annotated directory of U.S. and international organizations. Information includes address, telephone number, date founded, membership size, publications and regular meetings of each association. This guide may be used to judge the extent of interest in a particular industry or hobby. In addition, many associations will sell mailing lists of their members to outside parties.

GEOGRAPHIC/DEMOGRAPHIC CHARACTERISTICS

For a given geographic area, the sources below provide data such as age, sex, ethnic group, or employment status.

REF. HA 202 A2	U.S. Bureau of the Census. Statistical Abstract of the United States. Washington, D.C.: Government Printing Office, (1878-1955 microfiche) 1950- . Paper. Annual. In addition to providing a broad range of U.S. statistical data, this publication serves as a guide to other statistical publications and sources. This function is served by 1) source notes below each table, 2) the introductory text to each section, and 3) Appendix IV - Guide to Sources of Statistics and Guide to State Statistical Abstracts. The current year is kept at the Reference Desk.

REF.
HA
202
A36

U.S. Bureau of the Census. *County and City Data Book*. Washington, D.C.: Government Printing Office, 1947- . Issued every five years.

Provides population, personal income, education, and other demographic data for cities and counties. It includes data from a variety of sources including decennial censuses, various economic censuses, agency publications and other sources.

REF.
HA
203
A54

U.S. Bureau of the Census. *State and Metropolitan Area Data Book*. Washington, D.C.: Government Printing Office, 1979- . Issued about every three years.

Presents a variety of information about states and metropolitan areas in the U.S. The statistics presented are generally useful summary measures that are available in comparable form for the geographical areas covered. (Most recent issue kept at Reference Desk.)

PURCHASING BEHAVIOR/BUYING POWER

REF.
HF
5805
S73

Standard Rate & Data Service (SRDS). Skokie, IL: Standard Rate & Data Services, Inc.

This service is composed of numerous parts published at various intervals. The *Newspaper Rates*, *Consumer Magazine*, and *Spot Radio* parts provide selected demographic data, including expenditures within broad industry categories. The Auraria Library owns sample issues.

Period.
HF
5438
A34

"Survey of Buying Power, Part I," *S&MM*; *Sales and Marketing Management*, late July. Annual.

Provides data for the U.S., regions, states, counties, metropolitan areas and cities. Data given include population, percent of U.S. total population, median age, percent of population by age group, number of households, retail sales total and by five store-type categories, household effective buying income and buying power index.

PSYCHOGRAPHIC/BEHAVIORAL CHARACTERISTICS

Whereas demographic and similar objective data is widely available in libraries, data concerning more personal attitudes and behaviors is costly and difficult to collect and frequently must be obtained from a commercial marketing research firm or through primary research. The Auraria Library owns sample copies, described below, of the reports of two market research firms. In addition, a guide to market research reports is available, so that research need not be duplicated unnecessarily. Finally, some market research data is occasionally summarized in journals or magazines, so the guides and indexes in the final section of this guide should be consulted.

REF. HF 5415.2 S8	Simmons Market Research Bureau. *Study of Media and Markets.* New York: Simmons Market Research Bureau, Inc., 1980- . Annual. This major market report in 42 volumes provides six kinds of data needed for media and market planning. Data types are media audiences, marketing data, demography, Media Imperatives, psychographics, and broad decision-making involvement. Data are cross-tabulated in detail. An example of the data collected would be the percent of gin-and-tonic drinkers who read *Barron's* and the percent of *Barron's* readers who drink gin and tonic. The Library owns sample editions.
REF. HF 5415.2 M43	*MRI Mediamark Research, Inc.*. Chicago: Mediamark Research. Annual. Similar to the Simmons reports described above, these volumes cross tabulate various kinds of product or service consumption with media-using and demographic characteristics. The Library owns sample editions.
REF. HF 5415.2 F55	*Findex: The Directory of Market Research Reports, Studies and Surveys ed.* New York: Find/SVP. Annual. A guide to numerous commercially available market and business research studies covering U.S. and international topics. The reports are often expensive but are on very specific products, industries, or companies. For example, a report on the U.S. candy industry may be purchased for $350.

ENVIRONMENTAL/ECONOMIC INFORMATION SOURCES

A marketing research analysis must frequently be placed in the context of the geographic areas concerned, and the current economic situation. The sources listed below provide assistance with this task.

GEOGRAPHIC ENVIRONMENT

REF G 1046 Q4 R334	*Commercial Atlas and Marketing Guide*. Chicago: Rand McNally and Co. Annual. A large atlas containing U.S. and state maps, some foreign maps, maps and numerous tables showing retail sales, business conditions, agriculture, time zones, transportation routes, mining and manufacturing. Population statistics are by state, county, and city.
REF. HF 5905 E38	*Editor and Publisher Market Guide*. New York: Editor and Publisher Co. Annual. Provides market data on many cities. Information includes population, households, transportation, principal industries, banks, retail outlets, utility meters, and climates.

ECONOMIC ENVIRONMENT

Period. HC 101 A13

Survey of Current Business. Washington, D.C.: U.S. Dept. of Commerce, 1921- . Monthly.

The bulk of this periodical is comprised of statistical data. Indexes of the major fields of business activity are carried for the current month and the preceding twelve. Prices, construction, domestic trade, employment and payrolls, finance and production, and stocks of various commodities are among the statistical information presented in indexes and tables.

Period. HC 101 A186

Economic Indicators. Washington, D.C.: U.S. Council of Economic Advisers, June 1966- . Monthly.

Presents current and historical economic data in tables and charts, permitting the user to view long term trends. The data includes total output, income, and spending; employment, unemployment, and wages; production and business activity; prices; money, credit and security markets; federal finance; and international statistics.

GENERAL SOURCES

The sources described below will lead you to information that will be useful in all phases of a research project.

STATISTICS -- INDEXES AND FORECASTS

Index HA 205 A46

American Statistics Index. Washington, D.C.: Congressional Information Service. 1973- . Monthly with annual cumulations.

Detailed indexing of statistical data in U.S. government publications, including periodicals and reference resources such as Current Population Reports. The Library's government documents collection has many of these publications, especially since 1978. The Library also has many reports on ASI microfiche from 1973-1979, and 1982- .

Index HA 203 S7

Statistical Reference Index (SRI). Washington, D.C.: Congressional Information Service, 1983- .

Complements ASI above since it is a guide to American statistical publications from sources other than the U.S. Government. The Index identifies statistics of some 1,000 sources: state agencies, associations and institutes, business organizations, and universities. Use the index volumes to identify the abstract number, and then locate the description of the publication in the companion abstract volumes. Auraria Library has this index for 1983. The service began in 1980. The following libraries have the indexes for all years: Denver Public Library, DU, CU-Boulder, and UNC. If the Auraria Library has the document it will be listed in PAC. All of the documents indexed by SRI are also available on microfiche, which the Library does not own. The microfiche set is available at CU-Boulder and at DU.

CENSUS MATERIALS -- GUIDES

REF. HA 201	Allard, Patsy B., *Making Sense of Census '80: A Marketeer's Guide*. New York: American Management Association, 1983. Discusses the use of census tapes and other census materials from a marketing point of view.
REF. HC 106.6 A5 1979	U.S. Department of Commerce. Industry and Trade Administration. *Measuring Markets: A Guide to the Use of Federal and State Statistical Data*. Washington, D.C.: Government Printing Office, 1979. Discusses five major types of market research data: population, income, employment, sales, and taxes. The Guide brings together sources of statistical information that are scattered among numerous publications released by many different organizations, both federal and state. Also contains several case studies.

PERIODICAL GUIDES AND INDEXES

Index HF 5001 B983	*Business Periodicals Index*. New York: H.W. Wilson Company, 1958- . Subject index to articles in business and trade periodicals. This is the basic index to business periodical literature. Some company names appear as subjects. No author indexing is provided. A separate section indexes book reviews.
Index HD 2785 F18	*Predicasts F&S Index* (United States). Cleveland: Predicasts, Inc., 1965 to the present. Indexes information regarding business, economic, industrial and corporate news. It covers journals, trade publications, government publications, and reference works. The index is a good source for information on specific companies and on industries. One section is a classified arrangement according to numbers based on the SIC classification. Related indexes are *F&S Europe* (Index HF 1040.9 E8 F14) and *F&S International* (Index HD 2709 F18).
Period. HF 5415 A2 J6	*Journal of Marketing*. Chicago: American Marketing Association, 1936- . Quarterly. Back issues on microfilm. Although *Journal of Marketing* is itself a periodical, it also serves as a guide to periodical literature in the field of marketing. Each issue contains "Marketing Literature Review," a bibliography arranged by marketing topic; sections include topics such as pricing, marketing services, and research methodology.
Index P 87 C59733	*Communication Abstracts*. Beverly Hills, Sage Publications, 1978- . Advertising content, strategies, and effects, attitudes, content analysis, and group communication are among the topics covered by this index. Both books and journal articles are summarized here.

PUBLIC ACCESS CATALOG (PAC)

Texts, reference books, media, many government publications, indexes and periodical titles may be located by WORD, NAME, TITLE, or call number (BROWSE) in the online Public Access Catalog (PAC). In WORD searching, any word you might think of for your subject may be used, but for the most effective use of PAC, please consult the Library of Congress Subject Headings located near the Online PAC terminals.

COMPUTER-ASSISTED RESEARCH (CAR)

Computer access to numerous business information sources is available at Auraria Library. Some databases, such as ABI/Inform and Management Contents, provide citations to articles more quickly than do printed indexes. Other databases are directories which provide basic information about companies, often including financials, employee size, and sales figures. For more information regarding this service and its costs, ask at the Reference Desk.

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BUSINESS RESOURCES: THEORY AND PRACTICE

This guide is designed to assist the student or professional who needs to gather background about a theoretical or practical aspect of business or economics. Such a person may be writing a research paper, investigating the feasibility of a proposed change in a business procedure, or preparing a speech, for example.

The sources listed below are grouped according to the business discipline to which they most closely relate. Bear in mind, however, that many topics are cross-disciplinary, so more than one section should be consulted for some topics.

For each topic, selected **reference books** and **indexes** are described. **Reference books** can be used to locate background or historical information on a business-related topic. They are also useful for clarifying terms or formulas, and some of them include bibliographies of suggested reading. **Indexes** are used to locate individual periodical or newspaper articles, which **cannot** be located using the Public Access Catalog (PAC). **Basic Indexes** are most relevant to the disciplines where they are listed. **Supplementary Indexes** may include less information on a given discipline, but are needed if a project is to be comprehensive. Because many indexes are valuable for more than one subject, the indexes are listed briefly under relevant topics, then again in more detail at the back of this guide.

All sources listed in this guide are located on the first floor of the Auraria Library.

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auraria library
serving community college of denver at auraria, metropolitan state college, and university of colorado at denver
denver's academic library

ACCOUNTING

Reference Books

REF. HF 5635 H246	Handbook of Accounting and Auditing. Boston: Warren, Gorham & Lamont, 1981. Major theoretical and historical aspects of accounting are covered.
REF. HG 4027.3 W64 1987	Woelfel, Charles J. The Desktop Encyclopedia of Corporate Finance and Accounting. Chicago: Probus, 1987. Major financial accounting terms and procedures such as defeasance, gross margin analysis, and yield are defined in this volume.

Basic Indexes (see pages 7-9 for further information).

Accountants' Index. (Index HF 5601 A5)
Business Periodicals Index. (Index HF 5001 B983)

Supplementary Indexes (See pages 7-9 for further information).

Monthly Catalog of U.S. Government Publications. (Index J 83 U5)
P.A.I.S. Bulletin. (Index H 1 P9)
Social Sciences Citation Index (SSCI). (Index H 1 S63)
Wall Street Journal Index. (Index HG 1 W26)

DATA PROCESSING/ MANAGEMENT INFORMATION SYSTEMS

Reference Books

REF. HF 5548.2 E36	Management of EDP Systems. Delran, NJ: Datapro. This looseleaf publication provides background for managers involved in electronic data processing. Both theoretical and practical issues are covered, with topics ranging from organizational issues to contract negotiation.
REF. QA 76.15 E48	Ralston, Anthony. Encyclopedia of Computer Science and Engineering. 2nd ed. New York: Van Nostrand Reinhold, 1983. This encyclopedia gives overviews of historical, theoretical, and practical aspects of computer science.
REF. T 56.23 H36 1982	Salvendy, Gavriel. Handbook of Industrial Engineering. New York: Wiley-Interscience, 1982. This handbook covers the "entire system that productively makes a product or performs a service." Among the 14 major sections are Optimization, Quantitative Methodologies, Quality Assurance, and Ergonomics.

Basic Indexes (See pages 7-9 for further information).

Accountants' Index. (Index HF 5601 A5)
Business Periodicals Index. (Index HF 5001 B983)

Supplementary Indexes (See pages 7-9 for further information).

ACM Guide to Computing Literature. (Index QA 76 C5854a)
Computing Reviews. (Index QA 76 C5854)

ECONOMICS

Reference Books

In addition to the sources listed below, also see the sources listed under "Finance/Banking" (page 4).

REF. HB 61 E55	Encyclopedia of Economics. New York: McGraw-Hill, 1982. Lengthy and scholarly articles in this specialized encyclopedia provide both full definitions and historical perspectives on economic issues and concepts.
REF. HB 61 M3 1983	The McGraw-Hill Dictionary of Modern Economics: A Handbook of Terms and Organizations. 3rd ed. New York: McGraw-Hill, 1983. A good dictionary with lengthy definitions of words, phrases, and foreign terms used in economics and business. The last part of the dictionary lists and describes associations of interest in business and economics. For shorter definitions of a larger number of terms, see The MIT Dictionary of Modern Economics (REF. HB 61 M49 1986).
REF. HC 103 E52	Encyclopedia of American Economic History: Studies of the Principal Movements and Ideas. New York: Scribner, 1980. The comprehensive articles in this encyclopedia cover historical aspects of the American economy and discuss its institutional and social framework. Extensive bibliographies appear with each article.

Basic Indexes (See pages 7-9 for further information).

Business Periodicals Index. (Index HF 5001 B983)
Journal of Economic Literature. (Index HB 1 J6)
P.A.I.S. Bulletin. (Index H 1 P9)

Supplementary Indexes. (See pages 7-9 for further information).

Conference Board. Cumulative Index. (Index HB 171 N28)
Monthly Catalog of U.S. Government Publications. (Index J 83 U5)
Social Sciences Citation Index (SSCI). (Index H 1 S63)
Social Sciences Index. (Index H 1 S62)
Wall Street Journal Index. (Index HG 1 W26)

FINANCE/BANKING

Reference Books

REF. HG 151 M8 1983	Munn, Glenn G. Encyclopedia of Banking and Finance. 8th ed. Boston: Bankers Publishing, 1983. In addition to defining terms and concepts, this source provides detailed coverage of historical and legal aspects of bank- and finance-related issues. Major articles include bibliographies.
REF. HC 106.8 H36 1984	Handbook of Economic and Financial Measures. Homewood, IL: Dow Jones-Irwin, 1984. Gives source and meaning of important financial and economic measures, such as "leading economic indicators." KEPT AT REFERENCE DESK.
REF. HG 4527 E5 1982	Blum, Marshall E., ed. Encyclopedia of Investments. Boston: Warren, Gorham & Lamont, 1982. This encyclopedia describes various types of investments, ranging from financial investments (such as options) to tangible investments (such as art or gemstones). A detailed index in the back lists specific investments. Each major article includes a "suggested reading" list.
REF. HF 1001 M55 1985	Miller, William J. Encyclopedia of International Commerce. Centreville, MD: Cornell Maritime Press, 1985. Terms, laws, associations, and organizations relevant to international trade are explained here.

Basic Indexes (See pages 7-9 for further information).

Business Periodicals Index. (Index HF 5001 B983)
Wall Street Journal Index. (Index HG 1 W26)

Supplementary Indexes (See pages 7-9 for further information).

Monthly Catalog of U.S. Government Publications. (Index J 83 U5)
P.A.I.S. Bulletin. (Index H 1 P9)
Social Sciences Citation Index (SSCI). (Index H 1 S63)

MANAGEMENT/GENERAL

Reference Books

REF. HD 31 H31245 1985	Handbook for Professional Managers. New York: McGraw-Hill, 1985. The detailed and practical articles in this specialized encyclopedia frequently include references to additional sources. Theoretical approaches are included where appropriate. Articles appear alphabetically, but a subject index in the back gives additional access.
REF. HD 30.15 E49 1982	The Encyclopedia of Management. New York: Van Nostrand Reinhold, 1982. A single volume presenting overviews of many topics of concern to managers, from accounting and advertising to zero-base budgeting and zero defects. Additional sources of information are suggested.
REF HD 30.28 H389 1986	Hayden, Catherine L. The Handbook of Strategic Expertise. New York: Free Press, 1986. This is an example of a specialized reference book which focuses on the strategic aspects of management.

Basic Indexes (See pages 7-9 for further information).

Business Periodicals Index. (Index HF 5001 B983)
Wall Street Journal Index. (Index HG 1 W26)

Supplementary Indexes (See pages 7-9 for further information).

Conference Board. Cumulative Index. (Index HB 171 N28)
Monthly Catalog of U.S. Government Publications. (Index J 83 U5)
P.A.I.S. Bulletin. (Index H 1 P9)
Social Sciences Citation Index (SSCI). (Index H 1 S63)

MANAGEMENT/ HUMAN RESOURCES/LABOR RELATIONS

Reference Books

REF. HF 5549 A23 S52 1985	Shafritz, Jay M. The Facts on File Dictionary of Personnel Management and Labor Relations. 2nd ed. New York: Facts on File, 1985. An alphabetical guide to the field. It includes abbreviations, concepts, court cases, laws, and names of major publications.

REF. HF 5549 B76	Personnel Management. (BNA Policy and Practice Series). Washington, DC: Bureau of National Affairs, Inc., looseleaf. Provides up-to-date information on various policies and company practices relating to personnel. Includes labor arbitration references when appropriate, forms, statistical data, charts, and lists for further reading.

Basic Index (See pages 7-9 for further information).

Business Periodicals Index. (Index HF 5001 B983)

Supplementary Indexes (See pages 7-9 for further information).

Conference Board. Cumulative Index. (Index HB 171 N28)
Human Resources Abstraacts. (Index HD 4802 H85)
Personnel Literature. (Index HF 5549 U52)
Personnel Management Abstracts. (Index HF 5549 P452)
Social Sciences Citation Index (SSCI). (Index H 1 S63)
Wall Street Journal Index. (Index HG 1 W26)

MARKETING

Reference Books

REF. HF 5415 H1867 1986	Handbook of Modern Marketing. 2nd ed. New York: McGraw-Hill, 1986. Brief chapters on major problems and concepts in marketing.
REF. HF 5412 S52 1981	Shapiro, Irving J. Dictionary of Marketing Terms. 4th ed. Totowa, NJ: Littlefield, Adams & Co., 1981. Short definition of terms used in marketing.
REF. HF 5803 T37 1977	Dictionary of Advertising Terms. New York: Tatham-Laird & Kudner, 1977. Short definitions of over 4,000 words, phrases, acronyms, and abbreviations used in marketing and related fields.

Basic Indexes (See pages 7-9 for further information).

Business Periodicals Index. (Index HF 5001 B983)
Communication Abstracts. (Index P 87 C59733)
Journal of Marketing. (Period. HF 5415 A2 J6)

Supplementary Indexes (See pages 7-9 for further information).

Conference Board. Cumulative Index. (Index HB 171 N28)
Social Sciences Citation Index (SSCI). (Index H 1 S63)
Social Sciences Index. (Index H 1 S62)
Wall Street Journal Index. (Index HG 1 W26)

INDEXES

The indexes listed and described in this guide can be used to locate journal, newspaper, and magazine articles on particular subjects. In addition, they sometimes list other kinds of publications, such as government documents, publications of professional associations, or books. Although this list is long, it is not comprehensive. If the topic you need is not adequately covered by the indexes listed below, or if you need addditional suggestions, please ask for help at the reference desk.

Some of the indexes listed are broad in scope, whereas others are more specialized. At the end of the description of each index, the business areas it covers are listed. The sources are listed in alphabetical order.

INDEX HF 5061 A5	Accountants' Index. This index covers accounting in the broad sense, with extensive coverage of other business disciplines, particularly as they relate to accounting. Useful for: Accounting, Data Processing.
INDEX QA 76 C5854a	ACM Guide to Computing Literature. Covers books, journals, proceedings, reports, and theses in the field of computer science, including data processing. Subject access is available via the keyword index, the category index, and the general terms index. Useful for: Data Processing.
INDEX HF 5001 B983	Business Periodicals Index. Subject index to articles in business and trade periodicals. This is the basic index to business periodical literature, covering all fields to some extent. No author indexing is provided. Useful for: Accounting, Data Processing, Economics, Finance, Management (all aspects), Marketing.
INDEX P 87 C59733	Communication Abstracts. Advertising content, strategies, and effects; attitudes; content analysis; and group communication are among the topics covered by this index. Both books and journal articles are summarized here. Useful for: Marketing (advertising aspects).

INDEX QA 76 C5854	*Computing Reviews*. Both books and journal articles are reviewed by this journal, which is arranged by classified subject. **Useful for:** Data Processing.
INDEX HB 171 N28	Conference Board. *Cumulative Index*. Indexes Conference Board publications. The Conference Board is a research organization which publishes economic and business information in special report series and in periodical form. **Useful for:** Economics, Management, Marketing.
INDEX HD 4802 H85	*Human Resources Abstracts*. This journal summarizes books and journal articles in broad fields such as equal employment opportunity, worklife, and retirement. **Useful for:** Management/Human Resources/Labor Relations.
INDEX HB 1 J6	*Journal of Economic Literature*. This quarterly journal indexes scholarly articles on economics and related topics. Each issue reprints the classification system, which enables the user to find articles on a certain subject. **Useful for:** Economics and economic aspects of other topics.
Period. HF 5415 A2 J6	*Journal of Marketing*. Although *Journal of Marketing* is itself a periodical, it also serves as a guide to periodical literature in the field of marketing. Each issue contains "Marketing Literature Review," a bibliography arranged by marketing topic; sections include topics such as pricing, marketing of services, and research methodology. **Useful for:** Marketing.
INDEX J 83 U5	*Monthly Catalog of U.S. Government Publications*. The United States government is the largest publisher in the U.S., and is also a large publisher of business information. It is particularly strong in international business, small business, and legal or economic aspects of ofther business topics. Instructions for use are on top of the index counter where *Monthly Catalog* is shelved. **Useful for:** Accounting, Economics, Finance, Management.
INDEX H 1 P9	*P.A.I.S. Bulletin*. Index to periodical articles, books, government documents (state and local, federal, foreign, intergovernmental organizations) on economics and business, particularly as they relate to the interests of public policy or government. **Useful for:** Accounting, Economics, Finance, Management.

INDEX HF 5549 U52	Personnel Literature. This monthly index, published by the U.S. Office of Personnel Management, lists articles in the personnel management field. **Useful for:** Management/Human Resources/Labor Relations.
INDEX HF 5549 P452	Personnel Management Abstracts. Brief abstracts of articles dealing with the management of people and with organizational behavior. **Useful for:** Management/Human Resources/Labor Relations.
INDEX H 1 S63	Social Sciences Citation Index (SSCI). SSCI is most effectively used to trace citations. For example, if you have identified a key piece of research in your field, you can use SSCI to find other researchers who have used that key article as a source. SSCI indexes journals in all areas of the social sciences. A separate guide provides added detail on how to use this source. **Useful for:** Accounting, Economics, Finance, Management, Marketing.
INDEX H 1 S62	Social Science Index. This is a useful general index to schoarly periodicals in the social sciences. It is easy to use and has a combined subject and author index. **Useful for:** Economics, Management, Marketing (demographic or consumer behavior aspect).
INDEX HG 1 W26	Wall Street Journal Index. An index to articles in the Wall Street Journal newspaper. Indexing is more comprehensive than the indexing for Wall Street Journal given in other indexes. This index has two alphabetical sections: 1) "Corporate News" and 2) "General News" (i.e., subjects other than company names). **Useful for:** Accounting, Economics, Finance, Management, Marketing.

ADDITIONAL SUGGESTIONS

Public Access Catalog (P.A.C.)

Books, reference books, media, many government publications, indexes and periodical titles may be located by WORD, NAME, or title (BROWSE) in the Public Access Catalog (PAC). In WORD searching, any word you might think of for your subject may be used, but for the most effective use of PAC, consult the Library of Congress Subject Headings located near the PAC terminals.

In addition, PAC also serves as a catalog to the books owned by other libraries in the region. For example, the books at CU-Boulder and Denver Public Library can be identified using PAC.

Computer-Assisted Research

Computer access to numerous business information sources is available at Auraria Library. This service, for a fee, can provide a customized bibliography or directory on a specific subject. To determine whether this service would be useful or cost-effective for your particular project, ask at the Reference Desk for further information.

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CARL SYSTEM INTRODUCTION

The **CARL (Colorado Alliance of Research Libraries) Computer System** offers access to a number of library catalogs and other useful databases. Each library on the CARL System has a home screen which offers two choices: (1) search that library's catalog; or (2) search another CARL database. Auraria Library's home screen looks like this:

1. Begin a search in Auraria.
2. Try one of CARL'S many other databases.

To enter **Auraria's** catalog, press 1, and **RETURN**. (Pressing **Return** sends your command to the computer.) If you press **2** and **Return**, the following screen appears.

1. Library Catalogs
2. Other Article Indexes and Access (including UnCover)
3. Information Databases (including Encyclopedia)
4. Other Library Systems
5. Library and System News

Which of these database categories you choose depends on what you are looking for. If you need to know whether a library owns a particular item (book, magazine, video, etc.), or books on a particular subject, choose **Option 1**. If you want articles on your topic, try **Option 2**. To get an overview of your subject from an online encyclopedia, choose **Option 3**. To search library systems outside of the CARL System, select **Option 4**. If you want library hours, addresses, or checkout policies, or general information about the system, choose **Option 5**.

If you can't find what you're looking for on CARL, don't give up. There are lots of other ways of finding information in a library. A **Reference Librarian** can suggest some alternatives.

SEARCHING ON CARL

The basic* CARL search menu looks like this:

```
Enter       N  for  NAME Search
            W  for  WORD Search
            B  to   BROWSE by title, call number, or series
            S  to   STOP OR SWITCH to another database
```

This menu is easy to use if you follow on-screen instructions. However, the following steps for some typical search situations will help you get started.

(1) To find a book (or magazine, video, etc.) for which you have an exact title, choose, **BROWSE [B]**, then **Title [T]**. Then type in the title of the item.

(2) To find books by a particular author, do a **NAME [N]** Search. Type in both the first and last names of the author.

(3) To find a book for which you have both author and title, do a **NAME/WORD** Search. (Instructions for **NAME/WORD** are given under **Quick Search**, below).

(4) To find material for a particular subject or topic, do a **WORD [W]** Search.

* You will find this basic menu in the library catalogs; the menu varies slightly in other databases. The differences are due to different database content.

QUICK SEARCH

Once you are comfortable with the system, you'll probably want some shortcuts. **Quick Search** allows you to "command" the computer at almost any point in your searching by typing a double slash (//). This saves you the trouble of returning to the beginning of the program to start a new search. Try the following examples at a terminal.

NAME	//nBloom Allan
TITLE	//tClosing of the American Mind
NAME/WORD	//nBloom Allan/Closing
WORD	//whigher education philosophy
CALL NUMBER	//cE169.1 (first part of the call number for Bloom's book).
SERIES	//sTime Life

GETTING HELP WITH CARL

Help is available right on the system by simply typing ? and then **RETURN**. This command will bring up a **help screen** which will relate to whatever you are doing in system at the time. **If you need additional help, ask one of the staff at Reference. They are always happy to assist you in finding what you need.**

PRINTING RECORDS

To print your search results, make sure you are at a terminal which is connected to a printer (not all terminals are connected). **Then just follow the simple directions posted on the printer.** Again, if you need assistance, just ask at Reference.

WHEN WHAT YOU NEED IS NOT AT AURARIA

When the source you need is not at Auraria, remember to **check the other library catalogs on the system.** You may borrow from many of these libraries with your Auraria ID; check at Auraria's **Circulation Desk** if you need more details.

Materials can also be ordered from other libraries through **INTERLIBRARY LOAN**. To get more information on this service, pick up a brochure at the Interlibrary Loan counter.

AURARIA LIBRARY CATALOG LOCATION CODES

MAIN	-The 'main' library: The Auraria Library
REF	-Reference Stacks
MEDIA	-Media Distribution Department
DOC	-Government Publications Area
COLO	-Colorado Documents Reference Stacks
INDEX	-Indexes and Abstracts Area
PERIOD	-Periodicals Department
SEE RECORD	-Means item has more than one location
RES	-Reserve Desk
REFRES	-Books on Reserve at the Reference Desk
ARCHIV	-Archives & Special Collections Department
2ND FL	-2nd floor of Auraria Library
A+P	-The Architecture and Planning Library
APRES	-The Reserve desk at the Architecture and Planning Library

CARL SYSTEM ADVANCED

Once you are familiar with the CARL system, there are a number of techniques you can use to make your searching more effective.

QUICK SEARCH

Quick Search saves you time and keystrokes by letting you enter commands at any time in your searching. Instead of returning to the beginning of the program and choosing from menu options to do a new search, you simply type //, then the letter representing the kind of search you want to do (eg. <**W**>**ORD**), then the subject or other item you are interested in (e.g. **pollution**). Quick Search is particularly useful when the CARL system is slow due to heavy use. Here are some examples.

NAME SEARCH	//npeters, thomas j
TITLE SEARCH	//tthriving on chaos
WORD SEARCH	//windustrial management
NAME/WORD SEARCH	//npeters/thriving
CALL NUMBER SEARCH	//chd 70 .u5

LIMITING RECORDS BY DATE*

On sets (number of records retrieved) of 500 or under, the system will let you limit records by date. The following are commands for finding books on the Persian Gulf published:

After 1988:	//**w**persian gulf [>1988]
Before 1988:	//**w**persian gulf [<1988]
Between 1988 and 1990:	//**w**persian gulf [1988-1990]
During 1988 only:	//**w**persian gulf [=1988]

* Date limiting works in the library catalogs and book review databases only.

You can also add the date qualification at the modify screen, as shown below (just remember to type "D" first):

```
to ADD a new word, enter it
<D>ISPLAY to see the current list, or
<Q>UIT for a new search

NEW WORDS D [>1988]
```

TIP: TO FIND NEW WORKS ON A PARTICULAR TOPIC, USE DATE QUALIFYING IN CONJUNCTION WITH A CALL NUMBER BROWSE, AS SHOWN BELOW:

//C (CALL NUMBER GOES HERE) [=1991]

SUBJECT ACCESS

Familiarity with *Library of Congress Subject Headings* can help you retrieve more relevant records. Library of Congress subject headings are the standard subject headings used in academic library catalogs. The print version of these headings is found in **large red books** located on tables close to the **CARL** terminals on the first floor of the library.

To see how important using the right vocabulary can be, try doing a search on AIDS (Acquired Immune Deficiency Syndrome) in the Auraria Catalog. Type in //waids (you don't have to type capital letters), and you will come up with over 1000 items, many of which have nothing to do with your topic and which were actually published before AIDS was even discovered. That's because the computer cannot distinguish between "AIDS" the disease and "aids" used as a verb (aids the cause) or a noun (teaching aids). If you look up AIDS in the *Library of Congress Subject Headings*, you will see that the correct subject heading is **"AIDS (Disease)."** Now try the following search:

//waids disease

The smaller set of records generated by this search will be much more relevant. (For another way of improving your search results, see **EXPRESS SEARCH**, on page 3).

EXPRESS SEARCH AND OTHER FEATURES

Included in CARL records are three other useful search features: (1) **EXPRESS SEARCH**; (2) **SEARCH HISTORY**; and (3) **OWNERS LIST**. Note these features at the bottom of the following record:

```
AUTHOR(s)              Peters, Thomas J.
                       Thriving on Chaos: handbook for a management revolution /
                       Tom Peters. 1st ed.

                       New York: Knopf: Distributed by Random House, 1987.
                       xii, 561 p.; 23cm.
                       Includes index.
                       Bibliography: p. 527-537.

OTHER ENTRIES:         Industrial management United States,

CALL #:         HD70.U5  P426 1987  LOCN:  MAIN 2nd FL
STATUS:         Checked out --
----1 of 1------------------------Auraria------------------------
<RETURN to continue, <QUIT for a new search, or <R>EPEAT
<X> for EXPRESS <h> for HISTORY <O> for OWNERS ? for HELP
```

EXPRESS SEARCH

Express Search offers a shortcut to expanding and refining a search by allowing you to search using various elements from a record just retrieved (call number, author, subject). If you picked the **X (EXPRESS)** option from the above record, you would get the screen below. All you need to do to search is press the number for the item you want to search (e.g., 2 for author), then press **RETURN** to have your search automatically executed.

```
                    WELCOME TO EXPRESS SEARCH

Following are the call number and other entries found in the previous record. Pick the number of
the term you would like to search and the search will be performed automatically.

CALL NUMBER:          (Materials shelved nearby)

        1.      HD70.U5  P426  1987

AUTHOR(s):            (Materials by or about the same author)

        2.      Peters, Thomas J.

OTHER ENTRIES:        (Materials on similar topics)

        3.      Industrial management United States
        4.      Alphabetical List of Entries

Enter line number for each (Q to Quit)
```

SEARCH HISTORY

Search History provides you with a list of terms you have been searching, and lets you redo a search without retyping. The search history screen looks like this:

```
                    WELCOME TO SEARCH HISTORY

Following is a list of the most recent searches that have been executed.  Choose from the following
list if you wish to continue this search.

        1.       N  PETERS, THOMAS J.
        2.       W  INDUSTRIAL MANAGEMENT
        3.       T  THRIVING ON CHAOS
        4.       Alphabetical List of Entries

Pick the number of any search you would like to repeat, or type //SCRUBIT to erase your entire
search history (Q TO QUIT) >
```

The **SEARCH HISTORY** feature is not confined to the catalog record. You can use it any time in your searching by typing //h. You can even switch back and forth between databases and your entire search history will be retained. When you want to wipe it out, just type //scrubit.

OWNERS FEATURE

If the item you want is checked out of Auraria, another library may carry it. To find out which other libraries have the item, type **O (for OWNERS)** and press **RETURN**. For the title of our example, ***Thriving on Chaos***, the owners screen looks like this:

```
                              OWNERS

Following are some of the institutions that own

Peters  thomas j          Thriving on chaos  :  handbook for a mana

This feature is in development and the OWNERS list may not be complete.
Check particular catalogs if an institution of interest to you is not included.

              Arapahoe Community College                        .
              Association of Operating Room Nurses              .
              Auraria Libraries                                 .
              Denver Public Library                             .
              Front Range Community College                     .
              Luther College                                    .
              Northwest College (Powell, Wyoming)               .
              Redrocks Community College                        .
              Regis College/Teikyo                              .
              Saint Joseph Hospital                             .

Touch <RETURN> to continue
```

Please note that this list only indicates that a library carries an item; it does not indicate the **status** of a book (in the library or checked out). To find out the status of the book in a particular library, you must check that library's catalog.

OTHER TIME SAVING TIPS

- **Don't bother typing common, frequently occurring words such as "the," "a," "an," "on," etc.** These are known as "stopwords," and the computer ignores them. (**Exception:** When you are doing a **title search**, use the exact title, leaving out the "a," "an," or "the," **only** if it appears as the first word in the title. To search for the title ***The Wind in the Willows***, for example, you would just need to type in the following: //twind in the willows.)

- **Don't bother typing capital letters, since the computer cannot distinguish between upper-case and lower-case letters.** (Note the examples under **Quick Search** earlier in this guide.)

- **Save time by grouping records together.** For instance, in the example below, there are seven items on the screen. If only items 1,4, and 5 interest you, just type in those three numbers separated by commas (1,4,5) and press **RETURN**. The full records will then appear in sequence.

```
1                                                      AUR       MAIN      2nd FL   1991
  The gulf, energy, and global security  :  politic    HD9576.    P52      1991

2 United States Centr                                  AUR       MAIN      MAP      1990
        Saudi Arabia map                               G7530      .C3713   .U54

3 Castro Fidel 1927                                    AUR       MAIN      2nd FL   1990
        U.S. hands off the Mideast!  :  Cuba speaks out a DS326   .S34     1989

4 Saivetz Carol R                                      AUR       MAIN      2ndFL    1989
        The Soviet Union and the Gulf in the 1980s     DS326      .S34     1989

5                                                      AUR       MAIN      2nd FL   1989
  The Gulf and International security  :  the 1980s    UA832      .G85     1989

6                                                      AUR       MAIN      2ndFL    1989
  Great power interests in the Persian Gulf            DS326      .G67     1989

7 Bhargava Pradeep                                     AUR       MAIN      2nd FL   1989
        Political economy of the gulf states           HC415.3    .B47     1989

<RETURN> TO CONTINUE DISPLAY            [>1985]
ENTER <LINE NUMBER(S)> TO DISPLAY FULL RECORDS (Number + B for Brief)
<P>REVIOUS FOR PREVIOUS PAGE OR <Q>UIT FOR NEW SEARCH  1,4,5
```

HELP

Don't forget help is available **on-screen** by simply typing ? where prompted.

If you need additional assistance, do not hesitate to ask one of our Reference staff.

LW:9/91

CARL DIAL-UP PROCEDURES

DIAL-UP ACCESS

The CARL System Public Access Catalog is very easy to use through dial-up service.

- Any terminal or microcomputer with appropriate communications software and a modem may be used.
- Dial-up access is available over ordinary telephone lines.
- Access is also available through the internet.
- If your institution is a member of CARL, you may have local campus network access. Contact your campus computer center or library for information.
- There is no access charge for using the CARL System. Users outside the Denver metro area must pay their own telephone charges.

DIAL-UP ACCESS PROCEDURES

1. ***Set your communications software and modem to these specifications:***

   Full duplex or echo off
   8 data bits
   1 stop bit
   No parity
   300, 1200, or 2400 bps (baud)

2. ***Dial the following number:***

   (303) 863-1350

3. ***Respond to the prompt:***

   Type C and press <RETURN> or <ENTER> to begin:

4. *Select the appropriate type for your terminal or emulation software:*

```
Welcome to the CARL system.
Please identify your terminal.  Choices are:
1.      ADM (all)
2.      APPLE, IBM
3.      TANDEM
4.      TELE-914
5.      VT100
6.      WYSE 50
7.      ZENTEC
8.      HARDCOPY

        SELECT LINE #:
```

Use HARDCOPY if your terminal type is not listed.

5. *The system will respond with the following message:*

```
All set.  When you are ready to exit the system, simply type //EXIT, or hang up.

Now, press <RETURN> to enter the Public Access Catalog...
```

6. *Follow the online instructions and system prompts to search in the online catalog.*

7. *When you are finished searching, to disconnect:*

   Type //**EXIT**, or hang up.

TECHNICAL ASSISTANCE

If you have problems dialing into the CARL System, help is available. Between 8:00 a.m. and 5:00 p.m. weekdays, call (303) 861-5319 and ask for "Dial-up Assistance."

When you call, please be prepared to provide information on your terminal type and communications software, and to describe the exact nature of the problem.

PASSWORD PROTECTED DATABASES

Some of the databases on CARL are password protected. These include UnCover and the Encyclopedia. UnCover is available to users with a valid library card from a subscribing library. The Encyclopedia is available to users with a valid library card from one of the primary CARL libraries (Univ. of Colo., Univ. of Northern Colo., Colo. School of Mines, Denver Public Library, Univ. of Colo. Health Sciences Center, Auraria Library, Univ. of Denver, Univ. of Denver Law School, or Univ. of Colo. Law School).

When UnCover or the Encyclopedia is selected, a prompt for library ID number will appear. Enter the number from your library card **exactly** as it appears on the card. The system will then ask for a last name. Users who are registered at an appropriate library and who are in good standing will be allowed access.

INTERNET ACCESS

Internet is a "network of networks" which effectively links academic, government, and other institutions across the country and the world. If you have access to Internet, you may use the network for access to CARL.

Enter: **telnet pac.carl.org**

or

telnet 192.54.81.128

If you have problems with internet access, contact your campus computer center for assistance.

LW/CARL:7/91

UNCOVER:
ACCESS TO ARTICLES THROUGH CARL

GENERAL FACTS:

- UnCover, a database developed by CARL (Colorado Alliance of Research Libraries), indexes articles from over 10,000 scholarly journals and popular magazines published since October 1988.

- UnCover is available from any CARL terminal either on or off campus. See the Library Use Guide on dialing up the CARL system for instructions on how to reach CARL from off campus using a modem.

SPECIAL FEATURES:

- UnCover allows a person to search for important words (keywords) which may appear in the title of the journal, in the title of the article, or somewhere within the summary. (See **"How to Search by Keyword,"** p.3.) It is also possible to search using the name of the author.

- Through UnCover it is possible to scan the Tables of Contents of periodicals. (See **"How to look at the Table of Contents of a Journal or Magazine"**, p.4)

LIMITATIONS:

- UnCover is often a good place to begin but does not usually constitute a comprehensive search. (For articles prior to 1988 or for articles in which the exact keyword is not used in the title, consult the periodical index volumes in the Index section near the Reference Desk.)

- UnCover is a bibliographic database, which means it does not include the full text of articles--only the name and date of the magazine or journal and the abbreviations for the libraries that own that publication.

- UnCover does not contain call numbers for the journals. (See "How to find a journal or magazine in the library", p.4.)

HOW TO ACCESS UNCOVER:

For each screen on the computer, type the number indicated (☛) and then hit return.

SCREEN 1

```
          Welcome to the CARL system (Release 83)

                    The database of Auraria is ready for you to search.

                    1.  Begin a search in Auraria
 ☛                  2.  Select one of CARL's many other databases...

                    Enter the number of your choice, and press the <RETURN> key: 2
```

SCREEN 2

```
                    CARL offers access to the following groups of databases:

                    1.  Library Catalogs
 ☛                  2.  Current Articles Indexes and Access (including UnCover)
                    3.  Information Databases (including Encyclopedia)
                    4.  Other Library Systems
                    5.  Library and System News

          Enter the number of your choice, and press the <RETURN> key>> 2
```

SCREEN 3

```
                    CURRENT ARTICLE INDEXES AND ACCESS

                    ARTICLE INDEXES                        UNION LISTS

 ☛                  50.  UnCover-Article Access            53.  Boston Library Consortium

                    51.  Magazine Index/Trade & Industry Index
                              (includes full text delivery)

                    CURRENT RECEIPTS

                    52.  New Journal Issues

                    NATIONAL SERIALS CATALOGING DATABASE

                                   54.  Conser

                    Enter the NUMBER of your choice, and press the <RETURN> key >> 36
```

SCREEN 4

```
                    SELECTED DATABASE:  UnCover

          Enter     N for NAME search
                    W for WORD search
                    B to  BROWSE by journal title
                    S to  STOP or SWITCH to another database

                    SELECTED DATABASE:  UnCover

          ENTER COMMAND>>
```

WHEN SCREEN 4 APPEARS, YOU ARE READY TO SEARCH THE UNCOVER DATABASE.

SAMPLE RECORD:

```
----------------------------------------UnCover----------------------------------------------------------------
AUTHOR(s):          Eisenberg, Evan
TITLE(s):           The Call of the Wild.
Summary:            For some ecologists, global warming is a spiritual crisis, for others it is a
                    problem in science and public policy.  But there are paths between the Deep
                    Ecologists' apocalyptic pessimism and the Planet Managers' dreams of total
                    control.  The key is to let nature be our guide.  Four organic principles show
                    the way.

              In:   The New republic.
                    APR 30, 1990 v 202 n 18
          Page:     30

OWNERS:  AUR CSM CU DPL DU UNC WYO
ISSUE STATUS:  Published

---23 of 34-----------------------UnCover-----------------------------------------------------------------------

<RETURN> to continue, <Q>UIT FOR A NEW SEARCH, OR <R> to REPEAT this display
```

*The sample record above could be retrieved in a variety of ways:

SEARCHING FOR JOURNAL ARTICLES:

If you know:	Use:	Example:
Author of an article	NAME search	Evan Eisenberg
Title of an article	WORD search	The Call of the Wild.
Words in title of an article	WORD search	call, wild
Subject of an article*	WORD search	global warming
Words that may be in the summary of an article*	WORD search	global warming
Title of a journal**	BROWSE by TITLE	New Republic

*See "How to Search by Keyword" below.
**See "How to Look at the Table of Contents" on page 4.

HOW TO SEARCH BY KEYWORD:

UnCover does not have a controlled vocabulary. In other words, UnCover picks out exact words that appear in the title or summary of an article instead of grouping all subjects that are alike under one heading. For instance, when searching a topic such as "drug abuse", one should also search "substance abuse:, "cocaine abuse", "drug addiction", "druggies", "drug dependency", etc.

Also, UnCover does not truncate words so different forms of keywords should be used. For example, when searching for articles on drug abuse, do a WORD search using "drug" and:

abuse: "Issues related to drug abuse in college athletics."
abuser: "Codependency: living with a drug abuser."
abusers: "Drug abusers' perceptions of their parents."
abusing: "Undoing the drug-abusing society."

HOW TO LOOK AT THE TABLE OF CONTENTS OF A JOURNAL OR MAGAZINE:

1. Press B for the BROWSE command.
2. Press T to search by TITLE.
3. Type in the name of the journal.
4. Type line number of journal.
5. Type E for "examine".
6. UnCover will list:
   Line #
   Date of journal
   Volume
   Number
   Status (whether the issue has been published and if it has been received by CARL).
   Contents (whether or not contents are available for that issue.)
7. If the contents are available for an issue in which you are interested, type that line number. This displays the list of authors, titles and page numbers.
8. Type the line number of an interesting article to see if there is a summary for that article and which libraries own the journal or magazine.

HOW TO FIND A JOURNAL OR MAGAZINE IN THE LIBRARY:

1. First note which library owns the periodical.

   AUR = Auraria
   CSM = Colorado School of Mines
   CU = University of Colorado-Boulder
   DPL = Denver Public Library
   DU = University of Denver
   WYO = University of Wyoming

2. SWITCH (S) to that library's catalog.

3. BROWSE <B> by TITLE <T> and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these issues - i.e., current, bound, microfilm, or microfiche).

4. For more information about finding periodicals at the Auraria library, see the Library Use Guide entitled Periodical Indexes: Finding Articles at Auraria Library.

(lo-6/91)

CENSUSES: ECONOMIC

The Economic Censuses, produced by the U.S. Department of Commerce, Bureau of the Census, collect data about U.S. industries. The data includes: number of establishments and firms, employment and payroll figures, sales receipts, operating expenses, capital expenditures, assets and inventories.

Economic censuses are taken every five years, in years ending in two and seven, e.g. 1982, 1987, 1992, etc. These publications identify establishments by Standard Industrial Classification codes (SIC codes). For an explanation of SIC codes, see the Library Use Guide titled "Standard Industrial Classification: Its Value, Organization and Use."

USE GUIDES

REF HA 40 E4A4	*Guide to the 1987 Economic Censuses and Related Statistics.* This guide explains the use and structure of each of the Economic Censuses and related surveys. Useful for selecting the census that will have the statistics you need.
REF HA 40 E4 I57 1987	*Introduction to the Economic Censuses.* This pamphlet briefly describes the contents and uses of the 1987 Economic Censuses.

ECONOMIC CENSUSES

Current Economic Censuses are shelved in the Reference Collection (REF); older editions are in the Government Documents Stacks (DOC). **Call numbers are provided for both locations:**

REF HF5429.3.C4 DOC C 3.255/	*Census of Retail Trade.*
REF HF9981.4.C46 DOC C 3.257	*Census of Service Industries.*

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

REF HE5623.C46 DOC C 3.233 or DOC C 56.246 (1972)	*Census of Transportation.*
REF HF5421.C4 DOC C 3.256 or DOC C 56.256 (1972)	*Census of Wholesale Trade.*
REF HD9724.C4 DOC C 3.24/	*Census of Manufactures.*
REF HD9506.U62 C45 DOC C 3.216/ or DOC C 56.216/ or DOC C 56.236	*Census of Mineral Industries.*
REF HD9715.U52 DOC C 466 DOC C 3.245/	*Census of Construction Industries.*

SPECIAL ECONOMIC CENSUS PROGRAMS

REF HD2346.U5 W65 DOC C 3.250:	*Women-Owned Businesses.* Sales, employment, payroll, and legal form of organization by industry and geographic area for businesses owned by women.
REF HD2346.U5 U48 DOC C 3.258: (1972) DOC C 56.260: (1972)	*Survey of Minority-Owned Business Enterprises.* Sales, employment, payroll, and legal form of organization by industry and geographic area for businesses owned by minorities.
REF HC154.5.E272 DOC C 3.253/2:	*Economic Censuses of Outlying Areas.* Covers Puerto Rico, Guam, the U.S. Virgin Islands and the Northern Mariana Islands. Provides data on retail and wholesale trade, service and construction industries and manufactures (but not minerals or transportation).
REF HC106.8.A155 DOC C 3.252: (1982) DOC C 3.230: (1977) DOC C 56.228: (1972)	*Enterprise Statistics* This series regroups data from the other economic censuses. The *Large Companies* report presents selected financial statistics for companies with 500 employees or more. *The Company Summary* report supplies data on the industrial organization, size, structure, and legal form of organization for census reporting firms and the establishments they own. The ***Auxiliary Establishments*** report presents data on separately reported auxiliary units of multiestablishment firms.

RELATED CENSUSES

Like the economic censuses, these censuses are also conducted every five years.

REF HD1769.C46 DOC C 3.31/ or DOC C 3.6/	*Census of Agriculture.* Includes statistics on crop production, livestock, land use, value of sales, and operator characteristics.
REF JS323.C46	*Census of Governments.* Covers all governments, including: Federal, State, county, municipal, township, school district and special district. Contains data on employment, government finances and taxable property values.

ECONOMIC CENSUSES IN ELECTRONIC FORMAT

The following publications from the Bureau of the Census are available on CD-ROM (compact discs) and accessible through personal computers in the library. Ask at the Reference Desk for the discs and assistance.

Census of Retail Trade
Census of Wholesale Trade
Census of Manufactures
Census of Agriculture
U.S. Exports of Merchandise
Census of Service Industries
Census of Transportation
County Business Patterns
County and City Data Book
U.S. Imports of Merchandise

CENDATA

Cendata is an online database which includes census data on agriculture, business, construction and housing, foreign trade, government, manufacturing and population. It is updated daily from a wide variety of data sources. Access to Cendata is possible through the Auraria Library's fee-based **Computer-Assisted Research service (CAR)**. To arrange a CAR search and obtain cost information, ask at the Reference Desk.

ECONOMIC SURVEYS

There are a number of publications which supplement and update some of the data appearing in the Economic Censuses:

REF HC101.A184 DOC C 3.204:	*County Business Patterns.*
REF HC106.U5 DOC C 3.158:	*Current Industrial Reports.*

REF HF205.A667	*Current Business Reports, Monthly Wholesale Trade: Sales and Inventories.*
REF HF5429.A46 REF HF5429.3 U535f	*Current Business Reports, Monthly Retail Trade: Sales and Inventories.*
REF HD9981.1.S47	*Current Business Reports, Service: Annual Survey.*
MICRO C 3.164:900	*Summary of U.S. Export and Import Merchandise Trade.*
PERIOD HF3000.T73	*Trade and Employment.*
MICRO C 3.164:800	*U.S. Trade with Puerto Rico and U.S.Possessions.*

STATISTICS

Statistical compendia republish data from various sources in convenient, well-indexed volumes. Each includes selected data from the Economic Censuses (as well as from other sources).

REF HA 202 A2	*Statistical Abstract of the United States.* Issued annually, this text contains over 1,500 tables of social, political and economic statistics from the publications and records of government and private agencies. Current five years are in the Reference collection. Older editions: DOC C3.139/
REF HA 202 B87 1975	*Historical Statistics of the United States: Colonial Times to 1970.* A two-volume compilation containing historical statistical data on subjects ranging from production figures for manufactured products to the value of gold.
REF HA 203 A54	*State and Metropolitan Data Book.* Data on such items as population, housing, education, employment, industry, and crime for Metropolitan Statistical Areas (MSA's) and their component counties and central cities.
REF HA 202 A36	*County and City Data Book.* Data coverage includes population, health, crime, income, labor force, agriculture, wholesale and retail trade and poverty status for U.S. counties and cities.

CHEMICAL ABSTRACTS
CALL NUMBER: INDEX QD9 C48 VOL. 1 1907-

Chemical Abstracts (CA) is now the major tool which abstracts all fields of chemistry. More than 14,000 journals and proceedings, as well as patents, review articles, dissertations, foreign research, and technical reports from 150 nations are abstracted. The abstracts portion of Chemical Abstracts is divided into the areas of biochemistry, organic chemistry, macromolecular chemistry, applied chemistry, chemical engineering, and physical and analytical chemistry. As the chemical literature has expanded, Chemical Abstracts has grown both in size and complexity.

This library use guide will discuss both the arrangement and structure of the abstracts as well as the access points to the abstracts through the various indexes.

ARRANGEMENT OF THE ABSTRACTS

The abstract or summary section of Chemical Abstracts has been published weekly since 1967 and cumulated twice a year since 1962. Collective indexes are produced every five years and decennial indexes every ten years.

Chemical Abstracts changed from an initial thirty sections to the present eighty sections in 1967, and was last reorganized in 1982. The individual abstract issues are published in two alternating biweekly issues with odd-numbered issues covering biochemistry and organic chemistry, while even-numbered issues cover macromolecular chemistry, applied chemistry and chemical engineering, and physical and analytical chemistry.

Individual abstract issues contain an alphabetical Keyword Index, a numerical Patent Index by issuing country, and an alphabetical Author Index by primary author. (SEE EXAMPLE ON PAGE 2)

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University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

(continued from page 1)

SAMPLE ABSTRACT:

Abstract Number

Article Title

CA Volume

Author(s)

Pages

Author affiliation

Language

Volume/Issue

Date

Abstract

Journal title

100: 138414c Hydrogenation of anthracene and nitrogen heterocycles catalyzed by iron pentacarbonyl under water-gas shift conditions. Lynch, Thomas J.; Banah, Mahmoud; Kaesz, Herbert D.; Porter, Clifford R. (Dep. Chem. Biochem., Univ. California, Los Angeles, CA 90024 USA). *J. Org. Chem.* 1984, 49(7), 1266-70 (Eng). Fe(CO)$_6$ in the presence of H_2O, CO, base, and a phase-transfer agent catalyzes the redn. of quinoline regiospecifically in the N-contg. ring at 150-300°. The best yield (87 turnovers) is obtained in the presence of 18-crown-6 ether as phase-transfer agent. Anthracene is reduced to 9, 10-dihydroanthracene by the same system, which becomes catalytic (17 turnovers) with the addn. of bipyridine or terpyridine and $Bu_4N + Cl$- as phase-transfer agent. The phenanthrolines (4,7 or 1,10) are also regiospecifically reduced in one of the N-contg. rings (71% or 50% yield, resp., without optimization). With 9,10-dimethylanthracene, nearly equal amts. of both *cis-* and *trans*-9,10-dihydro-9,10-dimethylanthracene are obtained. Arom. coal constituents such as pyrene, chrysene, or dibenzothiophene are not reduced under these conditions; a redn. potential >-2.0 V seems to be required to achieve hydrogenation in this system. An electron-transfer process is indicated.

MAJOR INDEXES TO THE ABSTRACTS

Using the various indexes allows you to access information in several ways. For example, if you are searching for literature on a chemical subject, the General Subject Index may be used. If you are looking for work by a particular author, the Author Index would provide the access point. If you need literature on a specific chemical substance, the Chemical Substance Index is the correct index to use. If you have a patent number, the Patent Index can be used to determine foreign equivalents. All of these indexes will lead you to abstracts related to your topic.

INDEX GUIDE

The formal listing of terms and all related cross references used in Chemical Abstracts is contained in the Index Guide. Cross references are NOT listed in each individual index so the Index Guide MUST be used to determine the correct Chemical Abstracts name or entry to be used in Chemical Abstracts.

Water gas shift reaction
- catalysts----see *Water gas shift reaction catalysts*
- enthalpy of---see *Heat of water gas shift reaction*
- kinetics of---see *Kinetics of water gas shift reaction*

To find articles on the water gas shift reaction, check the Index Guide to be sure this is the correct term to use in the General Subject Index.

GENERAL SUBJECT INDEX

Concepts, general classes of chemical substances, applications, uses, properties, reactions, processes, apparatus, and biological and bichemical processes can be located here. Each subject is followed by a specific Chemical Abstract reference or references.

Water gas shift reaction catalysts
- alumina-molybdenum-nickel, potassium carbonate effect on, 145653h
- carbonyl[tetra(sulfonatophenyl) porphyrinato] = ruthenium (II), prepn. and activity of, 127378t
- metal complexes, surface intermediates with, 191274h
- metallocarboranes as, 22776t
- metal oxide, P 194528e
- organometallic compds., R 50686g
- osmium and ruthenium carbonyls with diazabicycloundecene in basic solns., 40383s
- oxides, low-temp. plasma activation of, 162459s
- photochem., platinized titania, particle size effect on, 92037b
- platinum-group metal complexes, 128641k
- prepn. of, optimum moisture content during, 40362j
- ● in redn. of arom. compds. with iron pentacarbonyl, 138414c

Using the correct subject term as listed in the Index Guide, you can locate the abstract.

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FORMULA INDEX

This index enables the searcher to locate relevant abstracts and registry numbers by use of molecular formulae.

Fe
  Iron [7439-89-6]. See *Chemical Substance Index* compd. with graphite and potassium (1:24:2) [89213-83-2], 121654h
  ion (Fe^{1+}) [*14067-02-8*]. See ***Chemical Substance Index***
  ion (Fe^{2+}) [*15438-31-0*]. See ***Chemical Substance Index***
  ion (Fe^{3+}) [*20074-52-6*]. See ***Chemical Substance Index***
  ion (Fe^{4+}) [*14127-53-8*], 42481w, 76917h, 131150e, 182722a, 200423k, 218556r, 218591y, 218633p

The Formula Index often refers you directly to abstracts. In this case however, it refers you to the Chemical Substance Index.

CHEMICAL SUBSTANCE INDEX

Searching by Chemical Abstracts index name (as defined by the Index Guide), it is possible to locate relevant abstracts on particular substances.

Iron carbonyl (Fe(CO$_6$)
(*TB-5-11*)-[*13463-40-6*]
  addn. reaction of, with epoxphenylbutadiene, 138812f
  carbon dioxide laser medium temp. in presence of, 218764g
  catalysts, for carboxylation of org. halides, 191510g
  catalysts, with DMF, for Chlorine abstraction from tetrachloropentane, mechanism with, 51043g
  catalysts, for hydroliquefaction of coal, P 106448a
  catalysts, for photochem. isomerization of silyl-substituted unsatd. amines, 139183p
  catalysts, for polymn. of acetylenes, P 104042q
● catalysts, for redn. of arom. compds. under water-gas shift conditions, 138414c

You could also locate the abstract by using the chemical substance name.

AUTHOR INDEX

An alphabetical listing of authors is the access point for articles by specific authors.

Lynch, Thomas J. See Matsumoto, Jiro---; Banah, M.; Kaesz, H. D.; Porter, C. R. Iron carbonyl catalyzed reductions of model coal constituents under water gas shift conditions, 123770s

- Hydrogenation of anthracene and nitrogen heterocycles catalyzed by iron pentacarbonyl under water-gas shift conditions, 138414c

You can also find the abstract by searching the Author Index. If you know the author's name, the Author Index is the easiest access point for locating the abstract.

NUMERICAL PATENT INDEX

This index relates new patent numbers in ascending numerical order (grouped by country) to corresponding Chemical Abstract numbers.

U.S. Patent Number

Chemical Abstract Number

4160483 A, 91:195734b
CA 1085716 A1
GB 2026060 A (B2)

Canadian equivalent

British equivalent

COMPUTER SEARCHING OF CHEMICAL ABSTRACTS

Chemical Abstracts may be searched by using the computer database equivalent of the printed index. CA Search is produced by the Dialog Information Service and provides access from 1967 to the present. Online searches can save a great deal of library search time. Details about this service are available at the Reference Desk. Request the Library Use Guide, "Computer-Assisted Research."

bp:11/90
p95

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COLORADO STATE PUBLICATIONS

A Colorado state publication is any material published by authority of an agency of the government of the state of Colorado. These agencies may be the Department of Health, the Colorado Commission on Higher Education, the Supreme Court of the State of Colorado, or one of many others. They publish books, pamphlets, budget reports, statistics, maps, and periodicals. Topics may include air quality, highway construction, crime statistics, companies incorporated in Colorado, and state budget figures.

Auraria Library is one of 19 state depository libraries in Colorado receiving paper and microfiche copies of Colorado state publications. All publications distributed by the Colorado State Library through the depository program are received by Auraria. The depository program was established in 1980, so the library collection of older publications is not as complete. Auraria Library's holdings of these older publications would be in paper format.

FINDING COLORADO STATE PUBLICATIONS

PUBLIC ACCESS CATALOG (PAC)

Step 1 - Check the Auraria Library database on PAC

The Auraria Library database on PAC provides computerized access to Colorado state publications which the Auraria Library has received in paper (as opposed to microfiche) copy and which have been cataloged into the main collection with Library of Congress classification numbers.

Using a word search, use Library of Congress subject headings plus the word Colorado to locate state publications in paper format in the Auraria Library. Be sure to note the location, as they may be on the second floor (MAIN 2nd FL.) in Reference (REF), the InfoColorado collection (INFOCO), or the Architecture and Planning Library (A&P).

Colorado state publications received through the depository program in microfiche have not yet been added to the Auraria Library database on PAC. Plans for PAC expansion include adding these publications sometime in the future. Meanwhile you can identify the call numbers for the microfiche publications by using the database "Colorado State Publications." See Step 2 below.)

Step 2 - Check the "Colorado State Publications" database under "Library Catalogs" on PAC.

The "Colorado State Publications" database on PAC provides computerized access to Colorado state publications published from 1981 to the present. Use a Name or Word search as you would looking for books in the Auraria PAC database. Copy the call number as it appears in this database.

Example:

```
20                                                      CSL  STATE  PUBNS
   Standard summary of motor vehicle traffic accide  REV3/50.10/year

21                                                      CSL  STATE  PUBNS
   Fatal traffic accidents ...                        HI3/150.11/year/no.
```

Special call numbers based on the issuing state agency have been assigned to the publications. The same call numbers are used on the microfiche of the Colorado state publications in the Auraria Library. However, not all publications cataloged have been microfilmed and distributed to the depository libraries due to a shortage of funds. To determine whether the Auraria Library has the report on microfiche, check the call number in the five-year Shelflist and the current Checklists listed below. The microfiche are at the Periodicals Desk. Reports not in the Auraria Library may be used at the Colorado State Library, 201 E. Colfax, or requested through Interlibrary Loan from them.

PRINTED INDEXES AND CHECKLISTS

If you want publications published before 1981, or if the computer is not working, use the printed indexes listed in this guide.

An index will indicate whether the document has been acquired and cataloged by the Colorado State Library, but not whether it was distributed to libraries on microfiche. Publications not microfilmed may be borrowed on interlibrary loan from the State Library or used in person there or at large libraries in the area having collections of older state publications (such as Denver Public Library or Norlin Library at the University of Colorado in Boulder).

A checklist lists all publications distributed in microfiche to Auraria Library and other depository libraries.

1981 - Present

Step 1 - Look up subject in indexes. Note special call numbers.

INDEX
J87
C6 C14
1985

Index to Colorado State Publications: Five Year Cumulation. Five volumes.

Covers publications acquired and cataloged by the Colorado State Library from February 1981 through June 1985. Provides access by subject, title, author, issuing agency, and call number. The subject index uses Library of Congress Subject Headings. The full record for each publication is in Part 1, Agency Main Entries, by call number. Not all of the publications indexed have been filmed for distribution to depository libraries. See Step 2.

Example:

```
     Subject Index Catalog

DRUNK DRIVING - COLORADO.
   Admission, discharge and follow-up comparisons of non-DUI/  1982  HE6/205.9/14
   A Summary of gaze nystagmus and how it applies to detectin  1984  HI4.2/N98
DRUNK DRIVING - LAW AND LEGISLATION - COLORADO.
   Driving under the influence in Colorado : apprehension, ad  1984  HI4.2/D83/2/19
   Drunk driving in Colorado : the law, penalties, and respon  1984  HED2/210.2/D84
```

Ackerman, H. R. (Howard R.).
Driving under the influence in Colorado : apprehension, adjudication, sentencing, treatment ; key steps in the process, flow charts, narrative explanation and statutory references / prepared by H. R. Ackerman and Harry O. Lawson for the Governor's Task Force on Drunk Driving, under contract with the Colorado District Attorneys Council and the Colorado Division of Highway Safety. - [Denver, Colo.] : The Division, 1984.
ii, 41 p. : charts ; 28 cm.
Cover title.
Available on microfiche at Colorado state depositories.
Colorado classification: HI4.2/D83/2/1984.
1. Criminal justice, Administration of - Colorado. 2. Drunk driving - Law and legislation - Colorado. I. Title. II. Lawson, Harry O. III. Colorado. Division of Highway Safety. IV. Colorado. Governor's Task Force on Drunk Driving. V. Colorado District Attorneys Council.
HI4.2/D83/2/1984

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INDEX J 87 C6 C14	Index to Colorado State Publications: Two-Year Cumulation, 1985-1987. July 1985 - June 1987. Updates five-year index. Subject, author, title indexes. Microfiche. KEPT AT REFERENCE DESK.
INDEX J87 C6C14	Index to Colorado State Publications. July 1987 - March 1988. Quarterly. Updates Two-Year Cumulation. Microfiche. KEPT AT REFERENCE DESK.
INDEX J87 C6 C113	Accessions Checklist: Colorado State Publications. August 1988 - present. Accessions List. July 1987 - June 1988. New publications cataloged by the Colorado State Library, arranged in call number, i.e., agency, order.

Step 2 - Check shelflist or checklist volumes to see if publication was microfilmed. If not filmed, go to "Locating State Publications."

INDEX J 87 C6 U52 1985	Shelflist: Five-Year Cumulation of Publications Microfilmed. July 1981 - June 1985. Lists all state publications filmed and distributed to depository libraries in call number order.
INDEX J 87 C6 C113	Checklist of Colorado State Publications Available in Microfiche and Shipping List of Microfiche. July 1985-present. Weekly shipping lists in call number order; superseded by monthly and annual cumulations. Updates Five Year Shelflist.

Example:

```
 HI3.10/81/2-12
          HIGHWAY NEWS

↗ HI4.2/D83/2/1984
          DRIVING UNDER THE INFLUENCE IN COLORADO

 HI4.2/N93
          DETECTING DUI'S THROUGH USE OF NYSTAGMUS

 HI4.10/1981
          HIGHWAY SAFETY PLAN FISCAL YEAR 1981
```

Pre-1981

INDEX J 87 C6 C14 1977-79	COIN: Indexed Checklist to Colorado State Publications. Index by subject, author, agency, and call number to those state publications acquired and cataloged by the Colorado State Library.

INDEX J 87 C6 C11 1964-70 1971-72 July-Dec 1980	Checklist Colorado Publications. Checklist of publications published from 1964 to 1972 and July - December 1980. Arranged by agency, no call numbers. Since these were published before the depository program was started, the library will not have many of the publications. What we do have will be found in PAC.

LOCATING STATE PUBLICATIONS

Step 1 - For paper documents, go to the indicated location in the **Auraria Library.**

State publications found on PAC for Auraria Library with Library of Congress call numbers are located on the 2nd floor, in the reference (REF) collection, in InfoColorado, or in other departments depending on what location is above the call number on PAC. Example:

```
1 Colorado state patro                              AUR  MAIN   REF
   Annual report of fatal motor vehicle crashes.    HE5614.3.C6  C7
```

Step 2 - For microfiche, go to the Periodicals/Microform Desk.

The documents are arranged in the drawers by call number. The call numbers are similar to those used on the federal documents, so be sure you are looking in the Colorado state publications drawers. Photocopies may be made at the Copy Center located in the southwest corner of the first floor of the library.

Step 3 - For publications not at Auraria, check PAC for other libraries or **request through Interlibrary Loan.**

Use other PAC databases to identify state publications owned by other libraries such as CU-Boulder or Denver Public Library. The call numbers may vary. Request publications not at Auraria through Interlibrary Loan or go to the library.

CITING STATE GOVERNMENT PUBLICATIONS

REFRES J 9.5 G3 1984	Garner, Diane, and Diane H. Smith. The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians. Bethesda, MD: Congressional Information Service, 1984.

ls:rev.03/90
p7

COMMUNICATIONS RESOURCES

The modern discipline of "communication" crosses traditional subject heading boundaries to include material related to speech, mass media, and language, as well as more traditional topics such as methods of communication between individuals or groups. The Library of Congress subject headings treat the subject of communication in four separate divisions listed below:

1. COMMUNICATIONS

Includes works on human communication in general, including the primary techniques of language, pictures, etc., and the secondary techniques which facilitate the process, such as the press and electronic media.

2. MASS MEDIA

Includes works dealing with modern mass communication to groups (e.g., radio, television, printing) as communication relates to mass audience.

3. LANGUAGE AND LANGUAGES, PRINTING, TELECOMMUNICATION

Includes works dealing with individual means of communication to groups (e.g., radio, television, printing), as they relate to the individual.

4. COMMUNICATION AND TRAFFIC

Includes works dealing with communication between corporate entities and institutions.

This Library Use Guide gives instructions on using the CARL computerized information system to locate materials on communication, and lists some major sources, such as encyclopedias and handbooks, owned by the Auraria Library in the field of communication studies.

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

IDENTIFYING AND LOCATING COMMUNICATION MATERIALS

Use the following checklist for access to types of materials on communication:

TYPE	*ACCESS*	*LOCATION*
Books at Auraria Library	CARL SYSTEM: Auraria Library Database	Second Floor
Books at other Libraries	CARL SYSTEM: Other Library Databases	At appropriate Library
Periodical Articles	CARL SYSTEM: UnCover-, Magazine Index or Periodical Indexes or CD-ROMS	Periodicals Department Auraria Library or Other Libraries
Media	CARL SYSTEM	Media Distribution Department, Auraria Library or Other Libraries
Reference Sources	CARL SYSTEM or Bibliographies or Consult this Guide or Browse the Reference shelves in appropriate call number areas	Reference Department, Auraria Library or Other Libraries

USING THE CARL COMPUTER SYSTEM

TO FIND BOOKS

By using the CARL (Colorado Alliance of Research Libraries) computerized information system, you can identify books and other materials on your topic. More than 80 different databases are now available on the CARL system, so your first choice is to select a database to search. If you are interested in finding out what books the

Auraria Library has on your topic, select the **Auraria** database. The CARL system then asks you to type in either words describing the desired subject (for a <WORD> search), or names (for a <**NAME**> search). WORDs can be words from the title or topics/subjects. NAMEs can be personal names, such as names of authors, or they can be names of groups, such as the International Communication Association.

A sampling of possible words to enter into the CARL system to locate materials on communication is shown below. Complete lists are available in the *Library of Congress Subject Headings* volumes, which are the red books in the index section.

COMMUNICATION - International cooperation
COMMUNICATION - Methodology
COMMUNICATION - Political aspects
COMMUNICATION - Psychological aspects
COMMUNICATION - Research
COMMUNICATION - Sex difference
COMMUNICATION - Social aspects
COMMUNICATION - Study and teaching

TO FIND ARTICLES IN PERIODICALS

Databases available through the CARL system list the titles of periodical articles. Two are the **UnCover** database and **Magazine Index**. For specific instructions on using these databases, consult the Library Use Guide "UnCover: Access to Articles through CARL."

TO FIND MEDIA MATERIALS

The Auraria Library has many media items, videotapes, sound recordings, filmstrips, etc. To locate media items owned by this library, use the **Auraria** database. Do a <W>**ORD** search on your topic, **ADD**ing a word describing the type of media you're looking for. Descriptive words include **Videorecording**, **Sound Recording**, and **Filmstrip**. Ask at the Reference Desk or the Media Desk for a complete list of the descriptive words for Media.

SPECIAL SOURCES

Listed in this section of the guide are some of Auraria Library's major resources for the study of communication. The materials described here are only a few of the many available. To locate others, check the CARL system under the subject headings or topics suggested above, or browse the shelves, both in the Reference area and in the general book collection, for books with call numbers similar to those listed on this Guide.

ENCYCLOPEDIAS, HANDBOOKS, AND YEARBOOKS

REF LB 1028.3 E37	*Educational Media and Technology Yearbook*. Littleton, CO. Libraries Unlimited, Inc. (Annual). This yearbook is a good place to look for essays on new technology trends in communication, such as distance education and hypertext.
P 87 C5974	*Communication Yearbook*. New Brunswick NJ: International Communication Association, 1977- . Annual. This yearbook publishes an annual collection of essays on current topics in communication. The essays cover such areas as organizational communication, interpersonal communication, and intercultural communication. Recent volumes employ a dialogue approach: an essay on a topic is followed by several essays critiquing it and presenting different points of view. This is a useful source to use for keeping up with current research in the field.
REF P 87.5 I5	Barnouw, Erik, ed. *International Encyclopedia of Communications*. 4 volumes. New York: Oxford University Press, 1989. The definition of communication used by the editors of this encyclopedia is all methods of exchanging and sharing ideas and information, whether between individuals or groups. Entries include articles on various aspects of the history of communication, from the cuneiform tablet to satellite communication; on the processes of communication, whether social, psychological, or political; on aspects of the mass media; and on individuals prominent in the field. Bibliographies follow each article.
REF P 90 H293	Pool, Ithiel de Sola, and others. *Handbook of Communication*. Chicago: Rand McNally, 1973. This *Handbook* contains lengthy articles, all with bibliographies, on the state of research in communication. Some chapter titles are "Communication and Children," "Nonverbal Communication," "Scientific Communication," and "Film as Communication." A good starting point for research on a basic concept of communication.

DICTIONARIES

REF BF 591 B3	Bauml, Betty J. *A Dictionary of Gestures*. Metuchen NJ: Scarecrow Press, 1975. The basic arrangement of this book is by body part, i.e., all foot gestures are listed and described together, all hand gestures, etc. Within each section, gestures are arranged by significance, so that gestures of defiance, dislike, emphasis, etc. are together. In addition to a description of the gesture and a statement of its significance, a documented observance of the use of the gesture is given. There is an index of gesture significance which allows the user to locate gestures with the same significance from all cultures.
REF P 87.5 E45 1990	Ellmore, R. Terry. *NTC's Mass Media Dictionary*. Lincolnwood IL: 1990. The editor's purpose in this book of brief definitions of communication terms is to aid both professionals in the communication field and students and teachers. It contains brief rather than lengthy definitions of words in such fields as radio, television, journalism, direct mail, and outdoor advertising, as well as communication-related fields such as engineering. Some no-longer current terms are included for their historical interest and value.
REF P 87.5 L66 1982	*Longman Dictionary of Mass Media and Communication*. Tracy Daniel Connors, ed. New York: Longman, 1982. Brief entries defining terms used in various communication fields: advertising, broadcasting, data processing, film graphics, print journalism, marketing, photojournalism, printing, public relations, publishing, and theatre. The purpose of this volume is to help professionals in different subfields of communication understand each other, by helping them understand each other's vocabulary.
REF P 87.5 W37 1984	Watson, James, and Anne Hill. *A Dictionary of Communication and Media Studies*. London: E. Arnold, 1984. While this is a standard dictionary of communication terms, its particular interest is that it is published in Great Britain. Thus it defines terms in use in Britain. It contains decriptions of various British communications-related organizations, explanations of goverment rulings concerning communication, and definitions of various terms with British origins, such as *Grub Street* or *Fleet Street*.
REF P 87.5 W45 1990	Weiner, Richard, ed. *Webster's New World Dictionary of Media and Communications*. New York: Webster's New World, 1990. Brief entries of terms in the fields of public relations, book production, broadcasting, print journalism, film, typography, and writing. Not much attempt is made to give the origin of a particular term.

REF RC 423 N52 1989	Nicolosi, Lucille. *Terminology of Communication Disorders: Speech-Language-Hearing*. Third edition. Baltimore: Williams & Wilkins, 1989. This is a new edition of a work previously published in 1979. It is a standard dictionary arrangement with brief entries defining technical terms used in the field of communication disorders. It includes many sketches of body parts connected with speech and hearing.
REF TK 5102 W437 1989	Weik, Martin H. *Communications Standard Dictionary*. Second edition. New York: Van Nostrand Reinhold, 1989. This technical dictionary defines words used by the designers, operators, and users of communication systems. It does not concern itself with the vocabulary of such communication fields as public relations, advertising, or journalism.

BIBLIOGRAPHIES

Published bibliographies of communication sources are of great value because they bring a large number of sources on a single subject together in one volume. This saves time searching library catalogs and other indexes. The following bibliographies are a few which are available at the Auraria Library. To see a more complete list, use the CARL system, do a <W>ORD search, and ENTER the words "communication" and "bibliography."

REF P 90 C75	Crano, William D. *Annotated Archive of Communication References: Emperical and Theoretical Work*. East Lansing MI: Michigan State University, 1981. This work was prepared by the Center for Evaluation and Assessment, Michigan State University, and is a very comprehensive compilation of writings on all aspects of the research in the area of communication. Entries are computer generated and are not annotated. A coded system is used to determine types of publications.
REF P 90 G85	Enos, Richard Leo, and Jeanne L. McClaran, eds. *A Guide to Doctoral Dissertations in Communication Studies and Theater*. Ann Arbor MI: University Microfilms, 1978. This guide has a good subject arrangement with chapters on public adress, rhetoric, and speech. Dissertations usually have extensive bibliographies and can be borrowed through interlibrary loan (inquire at the Interlibrary Loan Office) or purchased from University Microfilms, Inc.

REF Z 5630 G57	Gitter, George A. *Communication, a Guide to Information Sources*. Detroit: Gale, 1980. This work covers the decade of the 1970's and is an extension of one done to cover the 1960's. Entries are annotated and are organized in seven categories: communication research, interpersonal communication, international communication, political communication, attitude change, mass communication, reference works. An excellent source.
REF Z 7164 C81 W24	Walsh, Ruth W. *Business Communication: An Annotated Bibliography*. Westport CT: Greenwood, 1980. This bibliography is devoted to business communications. Entries are annotated and tend to be well done. A useful source for general information sources.
REF Z 7204 C59 O25	Obudho, Constance E. *Human Nonverbal Behavior: An Annotated Bibliography*. Westport CT: Greenwood, 1979. Beacause the study of communication covers many areas including human behavior, this listing provides many useful sources in the area of communication theory. Entries are complete and coverage is sufficient to make the source valuable.

INDEXES

Periodical indexes allow you to identify articles in magazines and journals on your particular topic. Many periodical indexes exist, each one covering a particular time period and subject area. By looking up your subject in an index, you can compile a list of articles about that topic. The index will tell you exactly what you need to know in order to locate those articles: the title of the article, author, name of the periodical, volume, issue, pages, and date.

Indexes are available in a variety of formats:

a. **Print Format**

These are shelved in call number order in the Indexes area.

b. **Through the CARL System**

For very recent articles, written from approximately 1988 to the present, you may also use two databases on the CARL system: **UnCover** and **Magazine Index**. For information about using these databases, see the section "Using the CARL Computer System" in this Library Use Guide, or consult the Library Use Guide **UnCover: Access to Articles Through CARL**.

c. **On CD-ROM discs**

While most periodical indexes are in print form, some are now also available on CD-ROM. Others exist only in CD-ROM, rather than in book form. Ask at the reference desk for assistance in identifying CD-ROMs helpful to your topic.

For help in identifying which indexes would be most helpful for your topic, whether in printed form, on the CARL system, or in CD-ROM, consult a librarian at the Reference desk.

Some indexes specifically useful for the study of Communication are listed below.

INDEX AI 3 R48	*Reader's Guide to Periodical Literature*. New York: Wilson, v. 1- (1905-). The major small-library periodical index, the work indexes about 150 prominent magazines including a few scholarly journals. The list of indexed periodicals varies from volume to volume. Early editions indexed books also. Work includes subject and author access. *Magazine Index* is an index similar to *Reader's Guide*. It is available through the CARL system.
INDEX AI 21 D4	*Denver Post Index*. Denver: Denver Post, v. 2- (1963-). This work indexes articles in the *Denver Post* by subject and key word. Not all items which appeared in the *Post* are indexed, but most major stories are included. (The *Rocky Mountain News* is not indexed.)
INDEX AI 21 N44	*New York Times Index*. New York: New York Times, v. 1- (1859-). A carefully made subject index giving exact reference to date, page, and column of names and related topics. Also includes brief synopses of articles. Indexes late city edition only. Published semimonthly with annual cumulations. A very good source for theatre, film, and television reviews.
INDEX BF 1 P65	*Psychological Abstracts*. Lancaster PA: American Psychological Assoc., v.1- (1927-). An important monthly bibliography listing new books and articles grouped by subjects, with a signed abstract of each item. Author index to each number, and full author and subject index for each volume. A similar index, covering much of the same material, is available on CD-ROM. It is called *Psychlit*.

INDEX HV 91 J68	*Journal of Human Services Abstracts*. Rockville MD: Project Share, v. 3- (1978-). Includes subjects related to general communications organizations, delivery, coordination, and communications mechanisms in addition to other headings.
INDEX L 11 E34	*Education Index*. Bronx NY: H.W. Wilson, v. 1- (1929-). The *Education Index* is the major source for articles in education, but can be of use in the study of communication.
INDEX LB 1028 A1 R46	*Resources in Education*. Washington, DC: U.S. Dept. of Health, Education, and Welfare, v. 1- (1966-). This is the index to the ERIC fiche collection. The title was changed from *Research in Education* with the 1963 edition. Lists and provides abstracts of educational research reports of interest to the educational community. Indexed by subject, author, and institution. This is also available on CD-ROM. It is called ERIC.
INDEX P 87 C59733	*Communication Abstracts*. London: Sage, v. 1- (1973-). As the major index for communication study, this work abstracts articles found in journals related to speech and communication, but does not go outside the field to any extent. Also, since it starts in 1978, it does not provide many years of indexing for many periodicals.
INDEX PN 1993 F45	*Film Literature Index*. Albany NY: Filmde & Inc., v. 1- (1973-). An index to periodical literature on the film. The index covers about 300 periodicals and includes reviews of books on film and individual film titles.
INDEX PN 4725 J57	*JA: Journalism Abstracts*. Minnneapolis: University of Minnesota, v. 1- (1963-). An annual compilation of master's theses and dissertations written in schools of journalism and communication. A good source for current information.

INDEX Z 5055 U5 A53	*Comprehensive Dissertation Index*. Ann Arbor MI: University Microfilms Inc., 1972- . This is an index to doctoral dissertations written in the United States from 1861 to the present. The basic set covers dissertations written between 1861 and 1972; a ten year update covers 1973-1982 and a five year update 1983-1987. Yearly supplements update the set. The set is arranged by academic disciplines, with separate volumes for such areas as Mathematics and Statistics and Language and Literature. Each area is arranged by subject and there is an author index as well. Abstracts of the dissertations are available at the Auraria Library on microfilm and microfiche, in the Periodicals Department.

MEDIA

Media items such as videorecordings or audio tapes can help in the study of communications by demonstrating such nuances of communication as gestures, body language, and tone of voice; or making clear differences in communication styles between individuals or cultures. Listed below are a few of the media items owned by the Auraria Library. Use the CARL system to locate other items on your subject, following the suggestions given on page 3 of this guide under "To Find Media Materials".

VIDEORECORDINGS

MEDIA HF 5549 V3 1987	*Valuing Diversity*. San Francisco: Copeland Griggs Productions, 1987. Three videocassettes; pt. 1, Managing diferences; pt. 2, Diversity at work; pt. 3, Communicating across cultures. Describes how management must consider various cultural backgrounds and work ethics in order to promote productive work relations and effective communication in the work environment.
MEDIA RT 23 N87 1987	*Communication Styles*. Princeton American Communications, 1987. One videocassette. Discusses different communication styles and their strengths and weaknesses, and typical results of interactions between styles.
MEDIA HQ 755.85 A77 1987	*The Art of Communication*. Niles IL: United Learning, 1987. One videocassette. Focuses on specific skills, techniques, and approaches that parents can use in building lifetime bridges of communication with their children. Guides parents in talking with children and developing listening skills and also teaches them how to help their children become more effective communicators and problem solvers.

MEDIA HF 5549.5 C6 C655	*Communicating Non-Defensively*. Del Mar CA: CRM/McGraw-Hill Films, 1982. One videocassette. Uses a series of vignettes to illustrate common examples of defensive behavior. Shows steps to ease this behavior with the viewpoint of enhancing relationships with both subordinates and superiors.
MEDIA BF 323 L5 P68 1978	*The Power of Listening*. Del Mar CA: McGraw Hill Films, 1978. One videocassette. Illustrates that listening is as active and vital an element of communication as speaking.
MEDIA BF 637 C6 C644	*Communication Skills*. Bloomington IN: The Center, 1976. One videocassette. Puppets Smart Aleck and Power Man introduce the counseling skills of attending behavior, minimal encourages, open and closed leads, structuring, reflecting and summarizing feelings, and paraphrasing and summarizing content.
MEDIA HF 5549.5 C6 C6	*Communication: The Nonverbal Agenda*. Del Mar CA: CRM Educational Films, 1974. One videocassette. Presents an overview of nonverbal communication through a series of situational encounters involving the management of a large corporation. Observations include body and facial signals as expression of true feelings despite what is said, and fear as the greatest barrier to communication.

B. SOUND RECORDINGS

MEDIA HQ 755.7 H6 1980	Faber, Adele, and Elaine Mazlish. *How to Talk so Kids Will Listen*. New York: Editorial Correspondents, 1980. Six sound cassettes. Topics include 1. Helping children deal with their feelings. 2. Engaging cooperation. 3. Alternatives to punishment. 4. Encouraging autonomy. 5. Praise. 6. Freeing children from playing roles.
MEDIA RC 489 M7 M7	*Music Therapy*. Washington, D.C.: National Public Radio, 1981. One sound cassette. Shows how an autistic child and one who is blind and retarded respond to music, and then how they inspire the musicians to adapt the music to their behavior.

COMPUTER-ASSISTED RESEARCH (CAR)

WHAT IS COMPUTER-ASSISTED RESEARCH?

Computer-Assisted Research provides fast, customized access to over 350 database equivalents of printed indexes and other reference sources. Nationally available computers hold this information. For a fee, a CAR search can quickly produce a customized bibliography which can include abstracts if available and requested. Not all of the materials on the bibliography will be available at Auraria Library, but services such as Interlibrary Loan are available to retrieve materials Auraria does not own.

USES

Most people who take advantage of Computer-Assisted Research at Auraria Library are in one or more of the following situations:

> "My topic is too current to be in the library's indexes or reference books."
>
> "I am beginning a major paper (such as a master's thesis or doctoral dissertation) and need to know what has already been written."
>
> "My research pulls together two or more subjects (such as AIDS and children, or robotics and the automobile industry), and looking up each subject separately in several volumes of periodical indexes will be very time consuming."

COST

Each CAR search is unique and tailored to the search request, thus costs vary widely, depending, in part, on the amount of time spent online (connected to the computer). For example, a search that produces a bibliography of 10 items could cost as little as $30 for an on-campus client. On the other hand, a complicated search producing a list of 100 citations could cost $100-$150 or more. A discussion of cost should take place between you and the librarian assigned to the search to determine an approximate ceiling before the online time begins. Your budget limitations will be incorporated into the search. If the searcher feels that the information cannot be retrieved within your budget, s/he may suggest alternative print sources.

Rates also vary depending on the status/affiliation of the requestor. A current fee schedule is available.

AURARIA LIBRARY USE GUIDE

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REQUESTING A CAR SEARCH

Request forms are available at the Auraria Library Reference counter; one completed form for each topic should be turned in at this counter or may be mailed to (on campus) C.A.R., CU-D Box 101, or (off-campus) Computer-Assisted Research, Auraria Library, Lawrence at 11th Street, Denver, Colorado 80204-2096.

You will be phoned by the librarian assigned to the search request. Because the requestor must be present for the search, the librarian will set up an appointment to meet in the library and work on the CAR search together.

THE CAR SEARCH APPOINTMENT

During the appointment, the search topic, database options, and costs will be discussed in detail, then the search will be performed on the computer. The time you and the librarian spend together is approximately 1 hour. The online time is kept to the minimum possible. Payment is made at this time.

In many cases you can save online time and money by having citations printed either the next day at the Auraria Library via electronic mail, or at the out-of-state computer and mailed to the library in about a week. You and the librarian should discuss these options at the time of the search to decide which would be the best alternative.

THE LIMITATIONS OF A CAR SEARCH

1. It costs money.
2. The search results include resources that the Auraria Library does not own.
3. Inevitable "false drops" may result in irrelevant information.
4. It is possible the search will result in little or no information.

If you have further questions, phone 556-2624.

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COMPUTER SCIENCE RESOURCES

Computer science is the study of theory, design, use, and analysis of computer equipment and computer-based systems. The literature of computer science is divided into two areas: the literature on hardware systems (the mechanical, magnetic, and electrical components of a computer), and the literature on software systems (such as programs and algorithms). The Auraria Library owns many specialized sources in computer science plus several specialized sources in mathematics, business and engineering, which also cover many research topics relating to computers. This guide lists some of the major library sources useful for research in the area of computer science.

Computers affect all aspects of our lives--from personal banking to national defense. While computer technology makes possible storage of and access to an incredible amount of information, it also raises serious questions concerning freedom of access and individual privacy. Because of the widespread influence of computers in our society, computer-related research can be found in a wide variety of information sources.

LOCATING COMPUTER SCIENCE MATERIALS

Many books and reference materials may be found in the call number areas listed below. It is a good idea to browse the Reference collection on the first floor and the open shelves on the second floor in the call number areas which are pertinent to your research:

QA 75.5 - QA 76.9	Computer Science
HD 9696.C6 - HD 9696.C64	Computer Science Industry
TK 7885 - TK 7895	Computer Engineering
HV 6773	Computer Crimes
T 385	Computer Graphics
TK 5105.5 - TK 5105.8	Computer Networks
HF 5548.2 - HF 5548.6	Electronic Data Processing
Z 674 and 699	Information Storage and Retrieval

AURARIA LIBRARY USE GUIDE

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CARL COMPUTER SYSTEM

A wide variety of books, reference materials, reports, journal articles, media and many government documents relating to computers, programming, and computer applications may be found by using the CARL (Colorado Alliance of Research Libraries) computer system. These resources range from the introductory to the highly technical. Look for material on the CARL system when you know the author's name, subject/keywords, or the title of a book.

WORD SEARCH:

Use a **<W>ORD** search when you have a topic or title in mind. A **<W>ORD** search will identify books, media, periodicals or government documents which have those words in the title or subject heading. Generally you will get much more information if you consult the **Library of Congress Subject Headings** books located in the index section or at the Reference desk. Useful words found in these books include the following:

- Artificial Intelligence
- Computer Crimes
- Computer Graphics
- Computer-assisted instruction
- Computer Literacy
- Computer-aided design
- Computer animation
- Electronic Data Processing
- Information Retrieval
- Information Networks
- Programming Languages (e.g. BASIC, FORTRAN, UNIX ETC.)

The following words may also be helpful when used with some of the subject terms shown above:

- Bibliography
- Guide
- Handbooks
- Research
- Reports
- Laws
- Encyclopedia
- Directory

Use keywords in a **<W>ORD** search when you have a topic in mind (example: If you are interested in laws about computer crimes, type in the words COMPUTER CRIME LAWS). When you know the title of a book, use **<B>ROWSE** by title to see if Auraria owns it.

NAME SEARCH

Use a **<N>AME** search when you know the name of an individual or an organization. Note that a **<N>AME** search for an individual will yield books about the person as well as by the person. In addition to the personal author, the **NAME** of an organization or agency responsible for the publication is considered to be a corporate author and these names may also be used (example: If you are interested in publications put out by the Association of Computing Machinery, type in ACM or Association of Computing Machinery).

For more information about using the CARL system, ask at the Reference Desk for the Library Use Guide called "CARL System Introduction."

REFERENCE BOOKS

REF QA76.15 C633	*Computer Science Source Book*. New York: McGraw-Hill, 1988. An easy to use reference which gives an overview to the field computer science.
REF QA76.15 F734	*The Computer Glossary*. Pennsylvania: Computer Language Company, 1988. The purpose of this handbook is to provide a meaningful definition to important computer terminology.
REF QA76.9 D3D295	*DataBase Directory*. New York: Knowledge Industry Publications. Annual. This is a list of *databases*, not vendors. Entries include a description of the database, vendor, price and other information.
REF Z674.5 U5D3	*Data Sources*. New York: Ziff-Davis. Quarterly. (Library does not receive every issue.) A guide to hardware, software, services and vendors. Entries briefly describe company or product. Extensive listing of software by application.
REF TK7885 A4D12 (REFRES)	*Datapro Directory of Small Computers* 2 volumes. Delran NJ: Datapro. (looseleaf/updated monthly.) Systems reports on small computers including prices, specifications, characteristics and options, company profiles, software and suppliers.
REF HF5548.2 E36 (REFRES)	*Datapro EDP Solutions*. 2 volumes. Delran NJ: Datapro. (looseleaf/updated monthly.) A collection of writings offering solutions to problems in systems development, technology awareness, operations optimization, standards and procurement, and personnel management.

REF TK7885 A4D17 (REFRES)	*Datapro Reports on Minicomputers.* 3 volumes. Delran NJ: Datapro. (looseleaf/updated monthly.) Systems reports on minicomputers including prices, specifications, characteristics and options, user ratings, company profiles, software and suppliers.
REF QA76 D17 (REFRES)	*Datapro 70.* 3 volumes. Delran NJ: Datapro. (looseleaf/updated monthly.) Provides information on many mainframe computers, peripheral devices, software and suppliers. Information includes product features, specifications, prices, performance and user ratings.
REF QA76.15 E48	*Encyclopedia of Computer Science and Engineering.* New York: Van Nostrand Reinhold, 1983. Basic reference for computer science and technology which directs the reader to articles and bibliographic references.
REF Z674.3 E52	*Encyclopedia of Information Systems and Services.* Detroit: Gale, 1988. A two-volume guide to the information marketplace, including computer service companies, publishers, libraries, professional societies, government agencies, research organizations, information centers, micrographics firms, clearinghouses, consultants, etc.
REF QA76.5 D273 v. 1-4 (REFRES)	*The Faulkner Report on Dataworld.* 4 volumes. Pennsauken NJ: Faulkner Technical Reports (looseleaf/updated monthly.) Extensive up-to-date information on computers, peripherals, software and data communications.
REF QA76.16 G84	*Guide to Free Computer Materials.* Randolph WI: Educators Progress Service, 1990. Free materials that can be obtained through this guide include films, videotapes, disks, pamphlets, booklets, magazines, posters, and books.
REF Z674.3 I53	*Information Industry Market Place.* New York: Bowker, 1983. A directory of major products, services and suppliers, including database publishers, online vendors, networks, information centers and brokers, manufacturers, consultants, associations and government agencies.

INDEXES AND ABSTRACTS: LOCATING PERIODICAL ARTICLES AND REPORTS ABOUT A SPECIFIC TOPIC

Periodical indexes and abstracts provide a subject approach (and sometimes an author and title approach) to periodicals and other research in your field of study. While most indexes list only citations to articles in your discipline, abstracts go one step further and list books as well as articles. Abstracts also provide a brief summary of each article or book.

INDEX TA145 .A6	*Applied Science and Technology Index*. New York: H.W. Wilson, 1928-1931, 1944- . Subject index to English language periodicals in engineering and the scientific applications of the pure sciences. Includes a lot of materials in computer science and is very easy to use.
INDEX QA76 C5854a	*ACM Guide to Computing Literature*. New York: Association for Computing Machinery, 1967- . Subject and author guide to *Computing Reviews*; searches key words in context. Preceded by the *Bibliographic and Subject Guide to Computing Reviews*.
INDEX QA76 C5854	*Computing Reviews*. New York: Association for Computing Machinery, 1961- . Abstracts and reviews of general to very specific materials grouped by subject area. Includes information on computer applications, computers and society, and computer methodologies.
INDEX HF5001 B983	*Business Periodicals Index*. New York: H.W. Wilson, 1958- . Subject index to business journals. Useful for locating information on office automation, computers in business and management, and computer crime.
INDEX HD9696 C63C62	*Computerworld Index*. Newton MA: C.W. Communications, 1979- . Covers all editorial matter found in issues of *Computerworld: The Newsweekly for the Computer Community*.
INDEX TA145 E5	*Engineering Index*. New York: American Society of Mechanical Engineers, 1902- . Subject index to international literature on engineering. An abstract is included for each item indexed.

INDEX QA1 M76	*Mathematical Reviews.* Providence RI: American Mathematical Society, 1940- . Offers comprehensive coverage of the pure and applied mathematics literature. The signed abstracts are broken down by subject, and there is an author index in the back. This index includes many research items relating to computer science.
INDEX Q179.9 S4	*Science Citation Index.* Philadelphia: Institute for Scientific Information, 1961- . A computer generated index which chiefly identifies articles in which another article has been cited. The index is arranged by author, title, and keyword.

BIBLIOGRAPHIES

The library has a few book-length bibliographies on computer science. One example is listed below. Because the information changes so rapidly in this field, these bibliographies quickly become outdated. The most current books and journal articles frequently contain the best lists of resources.

REF Z5641 A24	*ABI/Selects: The Annotated Bibliography of Computer Periodicals.* Louisville KY: Data Courier, 1983. A list of over 500 magazines, journals and newsletters on computer systems, software and peripherals.

MEDIA

Numerous films, videotapes and slide/tape programs on computer science are available. Below is a brief list of some of our holdings.

MEDIA VIDEO TK7885 C65	*Computer Hardware: What It Is and How It Works.* Mt. Kisco NY: Center for the Humanities, 1982. 60 minutes. (Videotape) An overview of computers and what makes them work.
MEDIA VIDEO QA766 C65	*Computer Software: What It Is and How It Works.* Mt. Kisco NY: Center for the Humanities, 1982. 60 minutes. (Videotape) An overview of computer software formats and processes.

MEDIA VIDEO QA76 C583	*Computers at Work: Concepts and Applications.* Santa Cruz CA: Mitchell, 1988. 9 videocassettes of 30 min./ea. A documentary-style course that presents a variety of concepts dealing with computers, covering such topics as artificial intelligence, computers in society, database systems, and business systems development.
MEDIA VIDEO QA76.76 O63D67	*DOS: The Human Connection.* Abilene: Disk Masters, 1988. 45 min. videocassette. Explains what a disk operating system is and what it does.
MEDIA VIDEO QA76.8 U65B442	*The UNIX System: Making Computers Easier to Use.* New York: EWB Productions, 1982. 24 min. videocassette. Various programmers describe and demonstrate the UNIX system developed by Bell Laboratores in the 1960's.

COMPUTER-ASSISTED RESEARCH

Most indexes to journal articles can be searched by computer. The Auraria Library subscribes to over 200 online databases, many of which cover some aspect of computer science. The advantage of computer searching a journal index is that abstracts and titles of publications can be searched quickly to identify concepts or new systems not easily found in the printed indexes. Computer searching can give you a listing of what is available on subjects involving multiple concepts, such as "computer crime and national security." For more information concerning this service and its costs, see the Library Use Guide entitled: "Computer-Assisted Research."

OTHER QUESTIONS?

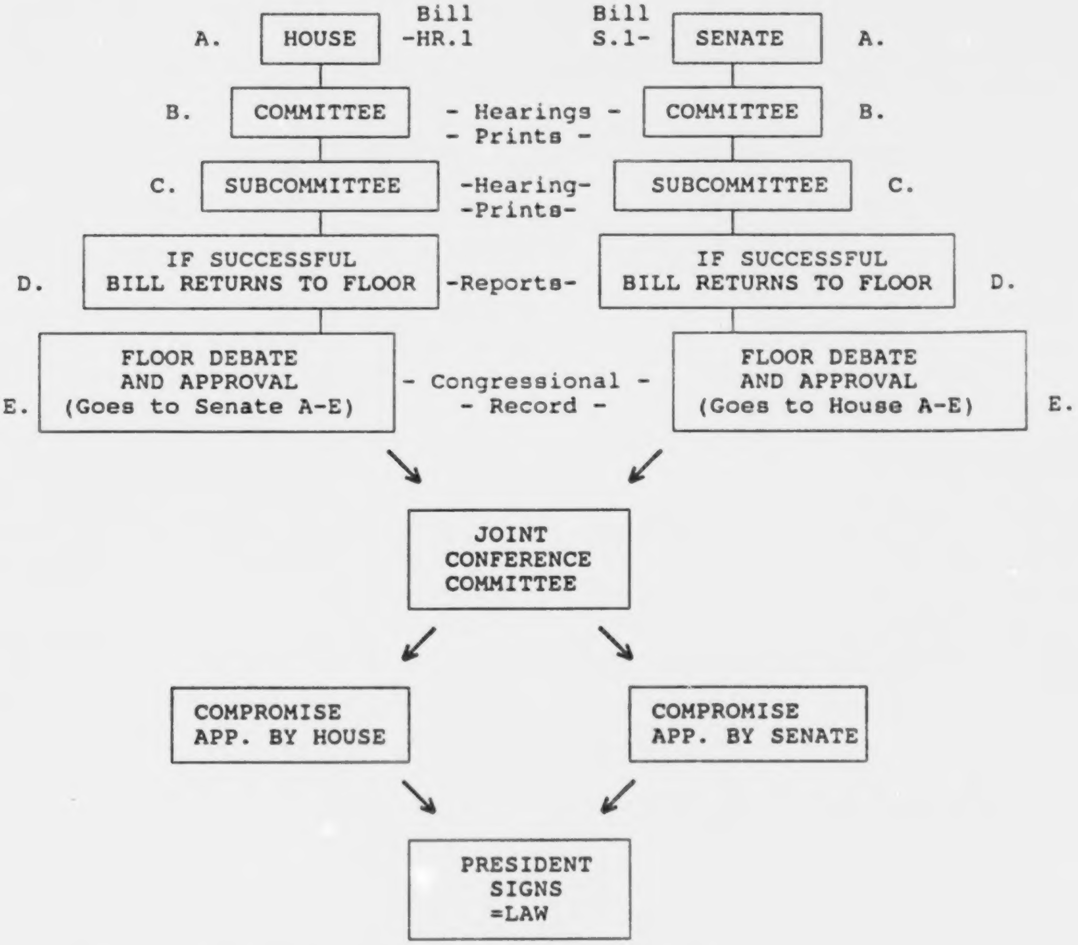
If you have difficulty finding or using these materials, please ask for help at the Reference Desk.

DT:7/91

CONGRESSIONAL PUBLICATIONS AT AURARIA LIBRARY

Congress considers hundred of bills each year for passage into law. During this process much information is published; this can be extremely valuable in compiling research papers in many subject areas. The Auraria Library receives all bills introduced in Congress, committee hearings, committee prints, and House and Senate reports and documents, as well as public laws signed by the President. This guide describes how to identify types of Congressional publications, how to use the indexes, and where to locate each type of publication at Auraria Library. The following chart shows the path of Congressional legislation as it progresses through Congress. The guide to finding these publications begins on the next page.

HOW A BILL BECOMES A LAW


A.
HOUSE
Bill -HR.1
Bill S.1-
SENATE
A.
B.
COMMITTEE
- Hearings -
- Prints -
COMMITTEE
B.
C.
SUBCOMMITTEE
-Hearing-
-Prints-
SUBCOMMITTEE
C.
D.
IF SUCCESSFUL BILL RETURNS TO FLOOR
-Reports-
IF SUCCESSFUL BILL RETURNS TO FLOOR
D.
E.
FLOOR DEBATE AND APPROVAL (Goes to Senate A-E)
- Congressional -
- Record -
FLOOR DEBATE AND APPROVAL (Goes to House A-E)
E.
JOINT CONFERENCE COMMITTEE
COMPROMISE APP. BY HOUSE
COMPROMISE APP. BY SENATE
PRESIDENT SIGNS =LAW

AURARIA LIBRARY USE GUIDE

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LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

BILLS AND RESOLUTIONS

The Library has bills and resolutions as introduced in the House or Senate on microfiche beginning with the 96th Congress, 1st session (1979). (A congress covers two years; the 99th Congress, for example, was in session from January 1985 through 1986. The 1985 session was the first session; the second session met in 1986.) The microfiche is kept in the Periodicals Department. To find a copy of a bill or resolution, follow these steps:

Step 1: IDENTIFY BILL NUMBER(S) USING

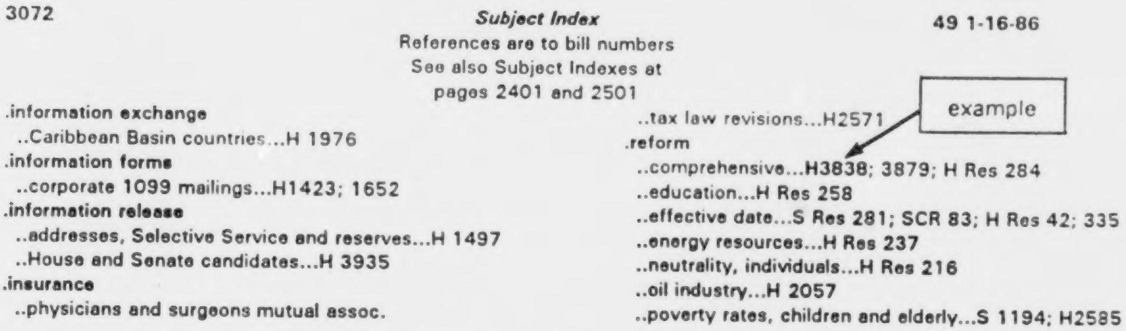
(If you know the bill number and session of Congress, go to Step 2.)

INDEX KF 49 C6	*CCH Congressional Index*

There are two volumes for each congress:

Volume 1: Indexes and Senate
Volume 2: House of Representatives

a. **Find the bill or resolution number using the Subject Index:**



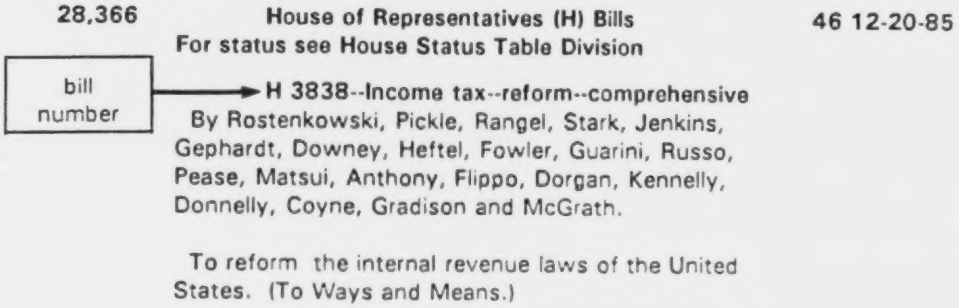
3072 *Subject Index* 49 1-16-86
References are to bill numbers
See also Subject Indexes at
pages 2401 and 2501

.information exchange
..Caribbean Basin countries...H 1976
.information forms
..corporate 1099 mailings...H1423; 1652
.information release
..addresses, Selective Service and reserves...H 1497
..House and Senate candidates...H 3935
.insurance
..physicians and surgeons mutual assoc.

..tax law revisions...H2571
.reform
..comprehensive...H3838; 3879; H Res 284
..education...H Res 258
..effective date...S Res 281; SCR 83; H Res 42; 335
..energy resources...H Res 237
..neutrality, individuals...H Res 216
..oil industry...H 2057
..poverty rates, children and elderly...S 1194; H2585

example

b. **Read the brief description of the bill in "House Bills" or "Senate Bills" to be sure you have the right bill number.**



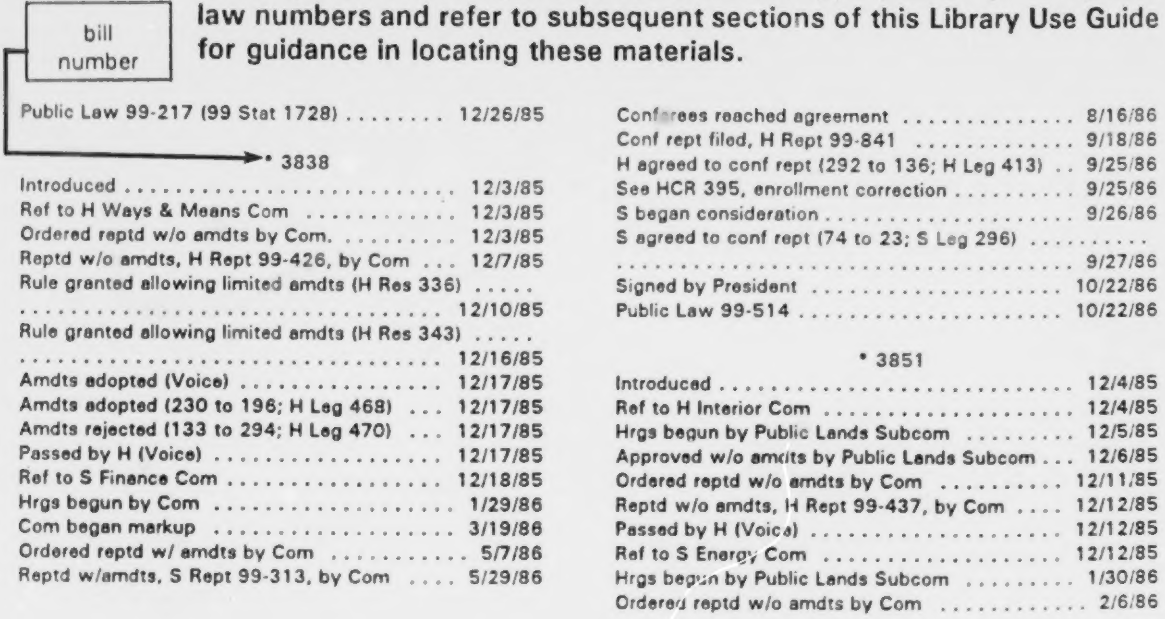
28,366 House of Representatives (H) Bills 46 12-20-85
For status see House Status Table Division

bill number

H 3838--Income tax--reform--comprehensive
By Rostenkowski, Pickle, Rangel, Stark, Jenkins, Gephardt, Downey, Heftel, Fowler, Guarini, Russo, Pease, Matsui, Anthony, Flippo, Dorgan, Kennelly, Donnelly, Coyne, Gradison and McGrath.

To reform the internal revenue laws of the United States. (To Ways and Means.)

c. Check the "Status of House Bills" AND "Current Status of House Bills" or "Status of Senate Bills" AND "Current Status of Senate Bills" for action taken on the bill, such as passage of another bill instead ("in lieu of"), reports, or passage into law. Note the appropriate report or public law numbers and refer to subsequent sections of this Library Use Guide for guidance in locating these materials.


bill number

Public Law 99-217 (99 Stat 1728) 12/26/85

• 3838

Introduced 12/3/85
Ref to H Ways & Means Com 12/3/85
Ordered reptd w/o amdts by Com. 12/3/85
Reptd w/o amdts, H Rept 99-426, by Com . . . 12/7/85
Rule granted allowing limited amdts (H Res 336) . . . . .
. . . . 12/10/85
Rule granted allowing limited amdts (H Res 343) . . . . .
. . . . 12/16/85
Amdts adopted (Voice) 12/17/85
Amdts adopted (230 to 196; H Leg 468) . . . 12/17/85
Amdts rejected (133 to 294; H Leg 470) . . . 12/17/85
Passed by H (Voice) 12/17/85
Ref to S Finance Com 12/18/85
Hrgs begun by Com 1/29/86
Com began markup 3/19/86
Ordered reptd w/ amdts by Com 5/7/86
Reptd w/amdts, S Rept 99-313, by Com 5/29/86
Conferees reached agreement 8/16/86
Conf rept filed, H Rept 99-841 . . . . 9/18/86
H agreed to conf rept (292 to 136; H Leg 413) . . 9/25/86
See HCR 395, enrollment correction 9/25/86
S began consideration 9/26/86
S agreed to conf rept (74 to 23; S Leg 296) . . . .
. . . . 9/27/86
Signed by President 10/22/86
Public Law 99-514 . . . . 10/22/86

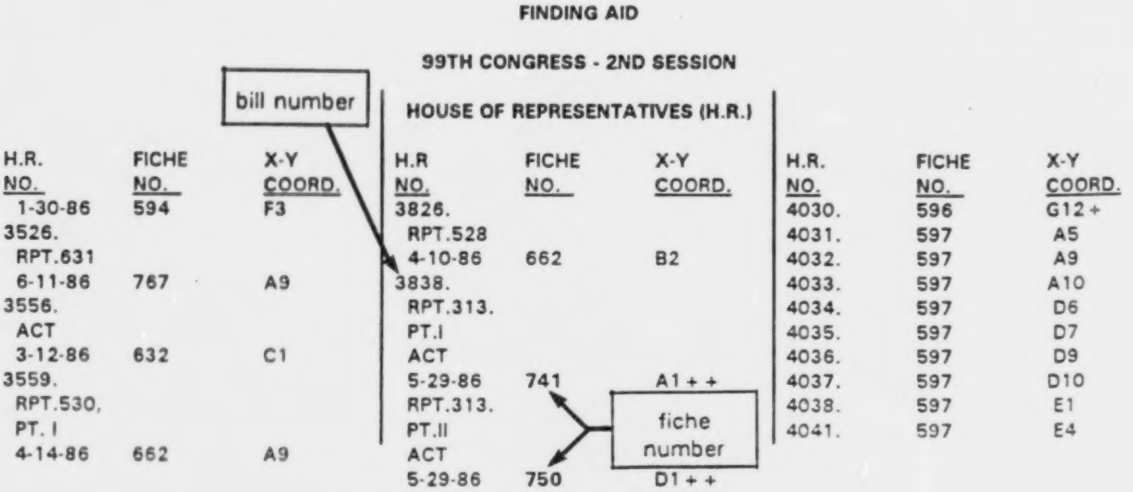
• 3851

Introduced 12/4/85
Ref to H Interior Com 12/4/85
Hrgs begun by Public Lands Subcom 12/5/85
Approved w/o amdts by Public Lands Subcom . . . 12/6/85
Ordered reptd w/o amdts by Com 12/11/85
Reptd w/o amdts, H Rept 99-437, by Com 12/12/85
Passed by H (Voice) 12/12/85
Ref to S Energy Com 12/12/85
Hrgs begun by Public Lands Subcom 1/30/86
Ordered reptd w/o amdts by Com 2/6/86

Step 2: FIND THE MICROFICHE NUMBER FOR THE BILL.

INDEX *Cumulative Finding Aid, House and Senate Bills*
KF
18
U55

Using the issue in the looseleaf binder for the same Congressional session, find the microfiche number of your bill.


bill number
fiche number

FINDING AID

99TH CONGRESS - 2ND SESSION

HOUSE OF REPRESENTATIVES (H.R.)

H.R. NO.	FICHE NO.	X-Y COORD.	H.R NO.	FICHE NO.	X-Y COORD.	H.R. NO.	FICHE NO.	X-Y COORD.
1-30-86	594	F3	3826.			4030.	596	G12 +
3526.			RPT.528			4031.	597	A5
RPT.631			4-10-86	662	B2	4032.	597	A9
6-11-86	767	A9	3838.			4033.	597	A10
3556.			RPT.313.			4034.	597	D6
ACT			PT.I			4035.	597	D7
3-12-86	632	C1	ACT			4036.	597	D9
3559.			5-29-86	741	A1 + +	4037.	597	D10
RPT.530,			RPT.313.			4038.	597	E1
PT. I			PT.II			4041.	597	E4
4-14-86	662	A9	ACT					
			5-29-86	750	D1 + +			

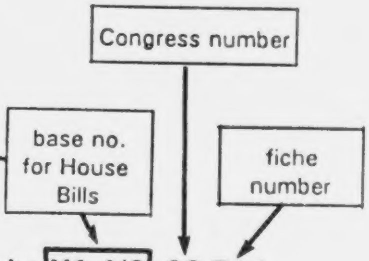
Step 3: LOCATE THE MICROFICHE OF THE BILL.

Go to the Periodicals Department and look for the microfiche in the U.S. Government Documents drawers. All bills and reports are grouped first by congress number, than by call number. You need the following information to derive the call number.

Base call number (you must determine this from the list below)
Congress number (e.g., 99th)
Fiche number (e.g., 741)

The base call numbers for the bills and resolutions on microfiche are:

96-1:	96th Congress only
96-2:	96th Congress only
Y1.4/1:	Senate bills
Y1.4/2:	Senate resolutions
Y1.4/3:	Senate joint resolutions
Y1.4/4:	Senate concurrent resolutions
Y1.4/5:	Senate printed amendments
Y1.4/6:	House bills
Y1.4/7:	House resolutions
Y1.4/8:	House joint resolutions
Y1.4/9:	House concurrent resolutions



So the full call number for the bill H.R. 3838 would be Y1.4/6: 99-741.

Before 1979, the full texts of bills are not available. Abstracts of the intent of these earlier bills may be found in:

REF *Digest of Public General Bills and Resolutions*
KF
18
U5

HEARINGS AND COMMITTEE PRINTS

Committee hearings and prints provide expert testimony and factual information for and against the passage of bills in Congress. Except for Appropriations Committee hearings (see below), publications from nearly all of the House and Senate committees published after 1978 are available in paper copy. The Library owns only some hearings and committee prints from 1978 and earlier. Complete collections may be found at Denver Public Library and at CU-Boulder.

To identify a hearing or committee print follow these steps:

Step 1: USE THE **CIS** INDEX (FOR 1970 TO THE PRESENT) OR THE **MONTHLY CATALOG** (PRE-1970). (FOR FURTHER INFORMATION ON BOTH, SEE BELOW.) IDENTIFY THE SUPERINTENDENT OF DOCUMENTS CALL NUMBER. AS YOU WORK ALSO NOTE THE HOUSE OR SENATE REPORT OR DOCUMENT NUMBERS, THEN REFER TO THE NEXT SECTION IN THIS GUIDE.

INDEX *CIS/Congressional Information Service*
KF
49
C62

CIS indexes Congressional hearings, committee prints, documents, reports, and special publications. It is issued monthly in paperbound form, in two parts: abstracts and index. The issues are cumulated quarterly. At the end of the year, the indexes and abstracts are cumulated and published in a clothbound **CIS/Annual** set, Volume 1 containing the abstracts and Volume 2 containing the index. Four and five year cumulative indexes are also published.

To use **CIS**:

a. **Use the Index of Subjects and Names to identify the appropriate abstract numbers, e.g., S 361-47.**

Tax reform proposal, middle-income worker impact,
→ S361-47

b. **Find and review the abstract located in the front of the monthly issue or in the appropriate annual volume. Note the Superintendent of Documents call number in the abstract:**

S361-47 TAX REFORM PROPOSALS:
XVIII (Labor Leaders).
July 24, 1985. 99-1.
III + 232 P. IL.| CIS/MF/5
.Item 1038-A; 1038-B.
S. Hrg. 99-246, pt. 18.
Y4.F49:S.hrg.
→ 99-246/pt. 18
MC 86-10728. ·LC 86-600971.

Continuation of hearings to review Administration comprehensive income tax proposal. This volume focuses on provisions affecting middle-income workers.

Includes:

Schink, George R.; and Urbanchuk, John M. (Wharton Econometric Forecasting Assocs), "Implications of Implementing the President's Tax Reform Plan on American Agriculture" July 24, 1985, with tables and graphs (p. 197-232).

INDEX
J
83
U5

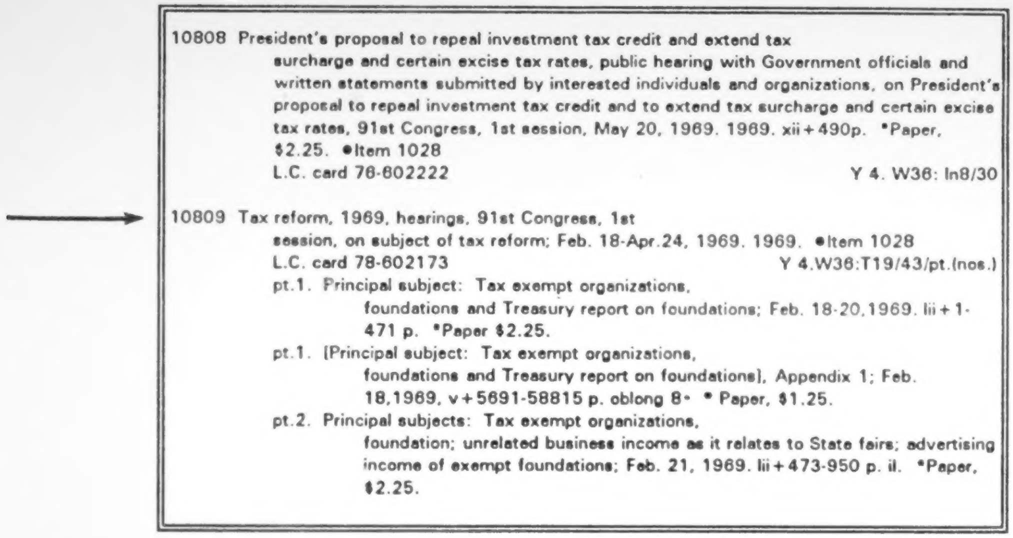
Monthly Catalog of U.S. Government Publications

Use this for hearings and committee prints published before 1970. The *Monthly Catalog* indexes publications from all federal agencies in addition to Congress. It also is issued monthly in paperback with indexes. Annual and multi-year cumulations are also published. The procedure is similar to finding information in *CIS*:

a. **Use the index, note the entry number, e.g., 10809:**

tax policy (remarks), 16515
tax policy research studies, 2532
tax publications, guide, 4410
tax reform--
  hearings, 10809 ← Entry Number

b. **Using the entry number, locate the entry in the front of the book. Write down the Superintendent of Documents call number -- Y4.W36:T-19/43/pt. nos.**



10808 President's proposal to repeal investment tax credit and extend tax surcharge and certain excise tax rates, public hearing with Government officials and written statements submitted by interested individuals and organizations, on President's proposal to repeal investment tax credit and to extend tax surcharge and certain excise tax rates, 91st Congress, 1st session, May 20, 1969. 1969. xii+490p. *Paper, $2.25. •Item 1028
L.C. card 76-602222 Y 4. W36: In8/30

10809 Tax reform, 1969, hearings, 91st Congress, 1st session, on subject of tax reform; Feb. 18-Apr.24, 1969. 1969. •Item 1028
L.C. card 78-602173 Y 4.W36:T19/43/pt.(nos.)
pt.1. Principal subject: Tax exempt organizations, foundations and Treasury report on foundations; Feb. 18-20,1969. lii+1-471 p. *Paper $2.25.
pt.1. [Principal subject: Tax exempt organizations, foundations and Treasury report on foundations], Appendix 1; Feb. 18,1969, v+5691-58815 p. oblong 8◦ * Paper, $1.25.
pt.2. Principal subjects: Tax exempt organizations, foundation; unrelated business income as it relates to State fairs; advertising income of exempt foundations; Feb. 21, 1969. lii+473-950 p. il. *Paper, $2.25.

Step 2: LOCATE THE HEARINGS OR COMMITTEE PRINT

Hearings and committee prints begin with "**Y4**". They are found in the government documents stacks in the southwest corner of the first floor under their Y4 call number. The hearings from the Appropriations committees from 1979 to the present are on microfiche in the Periodicals Department. The base call numbers are:

Y4.Ap6/1:	House Appropriations Committee
Y4.Ap6/2:	Senate Appropriations Committee

Some of these earlier hearings and committee prints published before 1979 may be on the shelves in the Auraria Library, but complete collections will be found at Denver Public Library and at the University of Colorado's Norlin Library in Boulder.

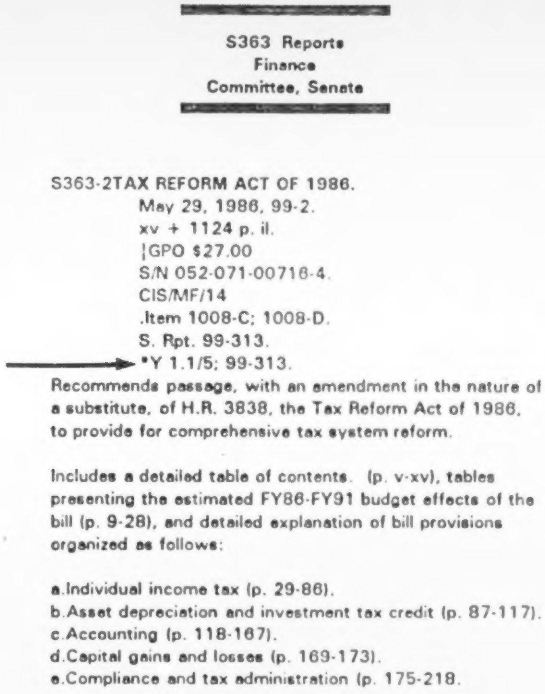
REPORTS AND DOCUMENTS

House and Senate reports and documents give a committee's rationale for passing a bill. To locate reports and documents, follow these steps:

Step 1: IDENTIFY THE REPORT OR DOCUMENT NUMBER USING ONE OF THE FOLLOWING:

INDEX KF 49 C62	CIS Congressional Informat Service (1970 to the present)

Example of Congressional report entry:



S363 Reports
Finance
Committee, Senate

S363-2TAX REFORM ACT OF 1986.
May 29, 1986, 99-2.
xv + 1124 p. il.
¦GPO $27.00
S/N 052-071-00716-4.
CIS/MF/14
•Item 1008-C; 1008-D.
S. Rpt. 99-313.
*Y 1.1/5; 99-313.

Recommends passage, with an amendment in the nature of a substitute, of H.R. 3838, the Tax Reform Act of 1986, to provide for comprehensive tax system reform.

Includes a detailed table of contents. (p. v-xv), tables presenting the estimated FY86-FY91 budget effects of the bill (p. 9-28), and detailed explanation of bill provisions organized as follows:

a.Individual income tax (p. 29-86).
b.Asset depreciation and investment tax credit (p. 87-117).
c.Accounting (p. 118-167).
d.Capital gains and losses (p. 169-173).
e.Compliance and tax administration (p. 175-218.

INDEX KF 49 C6	*CCH Congressional Index* *(See/pages 2-3 of this guide)*
INDEX J 83 U5	*Monthly Catalog of U.S. Government Publications* *(See pages 6-7 of this guide)*

Step 2: LOCATE THE REPORT OR DOCUMENT IN MICROFICHE OR IN PAPER IN THE SERIAL SET.

a. Microfiche

Auraria owns microfiche for the 96th Congress, 1st Session (1979) to the present. It is the first form in which a report or document will be issued. Microfiche is located in the Periodicals/Microforms area.

The microfiche are arranged by congress (e.g., 96th, 99th, etc.), then by document or report series numbers. The call numbers are:

96th Congress only:

X96-1: and X 96-2: + S. doc.24 or H.rp. 351, e.g.

97th Congress to present:

For Senate documents use:

The Senate documents base call number	+	Congress number	+	document or report number (from Step 1)	
Y1.1/3:		99		16	=Y1.1/3:99-16

All senate documents begin with **Y1.1/3:** except Senate treaty documents, which begin with **Y1.1/4**.

Other commonly used documents numbers are:

Y1.1/5:	Senate Reports
Y1.1/6:	Senate Executive Reports
Y1.1/7:	House Documents
Y1.1/8:	House Reports

The microfiche call number will consist of one of the document or report number above, followed by the Congress number, then a hyphen, and finally the report or document number obtained from *CIS, CCH Congressional Index* or the *Monthly Catalog*.

b. The Serial Set

Congressional reports and documents are cumulated and bound into the *Serial Set*. To find the *Serial Set* volume number use one of the following depending on the year you are interested in.

INDEX J 74 C6	*U.S. Serial Set Index* (1789-1969)
INDEX J 69 A15	*Numerical Lists and Schedule of Volumes* (1970-1980)

INDEX J 83 U5	*Monthly Catalog Serial Set Supplement* (1981-present)

The *Serial Set* is located at the beginning of the government documents stacks before the A's. The Auraria Library has *Serial Set* volumes from 1979 to the present as well as some for earlier years (the early years are not complete; they are available at the Denver Public Library).

DEBATES ON THE FLOORS OF CONGRESS

The *Congressional Record* is the verbatim transcript of debates on the House and Senate floor. To locate the debate on your bill use:

INDEX KF 49 C62	*Congressional Record Index*

Note the page number of the references. The permanent microfiche edition has renumbered pages so the corresponding index for the permanent edition must be used, not the index to the daily edition.

The *Congressional Record* in the Auraria Library is available as follows:

MICRO-FILM KF 35 U5	1873 (47th Congress, 1st session) to 1977 (95th Congress, 1st session)
MICRO-FICHE DOC. X. Cong/sess.	1977 (95th Congress, 1st session) through 1982 (97th Congress, 2nd session).
PERIOD KF 35 U5	Paper issues from 1983 (98th Congress, 1st session) through issues 3 years old are shelved with the bound periodicals. These will be superseded eventually by microfiche or CD-ROM (compact disk).
PERIOD DESK	The latest two years are with the current periodicals. Ask at the Periodicals/Microforms Desk.

PUBLIC LAWS

Public Law numbers numbers consist of the letters PL followed by the number of the Congress, then a hyphen and the law number (example PL99-197). To obtain the public law member, use:

INDEX KF 49 C6	*CCH Congressional Index* (1967 [90th Congress] to present)
INDEX KF 49 C62	*CIS Index* (1970 to present)

The Auraria Library has public laws in the following formats and locations:

REF KF 50 A12	Slip Laws. This is the first published form of a public law. They are unbound and are replaced by the bound *Statutes at Large*.
REF KF 50 U53	*United States Statutes at Large*. 1972 (vol. 86) - present. Each volume has an index in the back.
MICRO-FICHE KF 50 S7	*United States Statutes at Large*. 1789 (vol. 1) - 1972 (vol. 86) Each volume has an index in the back.

Other sources of public laws are:

REF KF 48 U53	*U.S. Code Congressional and Administrative News*. 1954 to the present (The library owns only some volumes). The last volume of each annual, multi-volume set contains the index for that year.
REF KF 62 1926 U53	*U.S. Code Annotated*. Including its pocket part supplements, contains all federal laws now in effect, arranged by subject.

REF KF 80 S5	*Shepard's Acts and Cases by Popular Name.* Very useful for finding the citation for the Equal Employment Opportunity Act, for example.

COMPUTER-ASSISTED RESEARCH

For recent Congressional legislation or comprehensive research, computer-assisted research can quickly generate a bibliography on a given topic. This is a fee-based service; more information can be obtained by reading the Library Use Guide "Computer-Assisted Research" available at the Reference Desk.

FOR MORE HELP

If you need help finding Congressional publications, there is always someone to help you at the Reference Desk all hours that the Library is open.

Congressional publications not available at the Auraria Library are available at the Denver Public Library (1357 Broadway) and at the Norlin Library at the campus of the University of Colorado, Boulder. Their phone numbers are:

DPL, Government Publications, (and Science and Business)--640-8846
Norlin, Government Publications--492-8834

You need not be a Denver Public Library cardholder or an Auraria student to use these collections.

LS:REV9/91

CRIMINAL JUSTICE: FINDING INFORMATION AT AURARIA LIBRARY

This is a guide to finding books, periodical articles, and media materials relating to criminal justice, criminology, law enforcement, and related topics. It lists selected reference sources and indexes and abstracts. It offers suggestions for using the Public Access Catalog (PAC) to find books, government publications, media materials, and microform collections. See also related library use guides on psychology, sociology, business, public affairs, law, and statistics.

The Library of Congress classification for Criminal Justice is broken down as follows:

HV 6001 - HV 7220.5	Criminology
HV 6080 - HV 6113	Criminal Psychology
HV 6115 - HV 6190	Causes of Crime
HV 6250	Victims of Crime
HV 6251 - HV 6773	Crimes & Offenses
HV 6774 - HV 7220.5	Crimes & Criminal Classes
HV 7231 - HV 9920.5	Penology
HV 7431	Crime Prevention & Methods
HV 7551 - HV 8290	Police
HV 8301 - HV 9025	Prisons & Penitentiaries
HV 9051 - HV 9230.7	Juvenile Offenders
HV 9261 - HV 9430.7	Reformation of Adult Prisoners

These classification groups can serve as a guide for browsing in the Reference, Index, and Circulating Collection areas, but publications in other closely related areas may fall into other classification numbers. See the sections, "Books" and "Media Materials" for suggested Library of Congress Subject Headings.

AURARIA LIBRARY USE GUIDE

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LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

BOOKS

Books are accessed in PAC using a name (for authors or other individuals or corporate entities), word, or title browse search. When using the subject word approach, consult the Library of Congress Subject Headings located in the Reference area. Suggested subject headings include:

Administrative Law
Alcoholism and Crime
Capital punishment
Crime and Criminals
Criminal Investigation
Criminal Psychology
Criminal Statistics
Drug Abuse
Juvenile Delinquency
Penology
Police

REFERENCE SOURCES

Dictionaries and Encyclopedias

REF HV 6025 D43 1988	*DeSola, Ralph. Crime Dictionary*. Rev. & expanded ed. New York: Facts on File, 1988. Includes abbreviations, alcoholic and narcotic addiction, crime syndicates, slang, historical and literary allusions, medical and psychiatric terms, nicknames and shortcuts, penal institutions, terrorist groups, weaponry, multilingual equivalents.
REF HV 6949 E5 D5 1983	*Dictionary of Criminology*. London: Routledge & Kegan Paul, 1983. "Terms currently used criminology (chiefly in psychology, psychiatry, penology, sociology, social work, and in the law of England and Wales), together with some limited historical information."
REF HV 6017 E52 1983	*Encyclopedia of Crime and Justice*. 4 vols. New York: Macmillan, 1983. "Covers all fields of knowledge that have a bearing on understanding the nature and causes of criminal behavior of various kinds, the prevention of crime, the punishment and treatment of offenders, the functioning of the institutions of criminal justice, and the bodies of law that define criminal behavior..."

REF HV 6251 C7	*Crimes and Punishment: A Pictorial Encyclopedia of Aberrant Behavior*. 20 vols. Hicksville, NY: Symphonette, 1973-74. Each volume spotlights five different aspects of wrongdoing and aberrant behavior (eg., murder, forgery, highjacking, prostitution), including history, motives and methods, and detection and punishment. Index.
REF HV 6789 S54 1982	Sifakis, Carl. *Encyclopedia of American Crime*. New York: Facts on File, 1982. Historical events and people.
REF HV 7901 E53 1989	*Encyclopedia of Police Science*. New York: Garland, 1989. Introductory articles on numerous topics. Statistics, bibliographies.
REF HV 7901 F39 1988	Fay, John J. *Police Dictionary and Encyclopedia*. Springfield, IL: Charles C. Thomas, 1988. Law enforcement terminology.
REF HV 7901 K87 1989	Kurian, George Thomas. *World Encyclopedia of Police Forces and Penal Systems*. New York: Facts on File, 1989. Descriptive survey of the national law enforcement and corrections systems of 183 countries of the world.

DIRECTORIES

REF HV 9463 A84	*Directory: Juvenile & Adult Correctional Departments, Institutions, Agencies & Paroling Authorities, United States and Canada*. Annual. College Park, MD: American Correctional Association. Names, addresses, phone and fax numbers, populations, capacities, programs, etc. Statistics.
REF HV 9463 N37 1986/88	*National Jail and Adult Detention Directory*. 4th ed. College Park, MD: American Correctional Association, 1986. County jail directory includes data on staff salaries, budget, capacity, and population.

REF HV 8130 N37	*National Directory of Law Enforcement Administrators. Correctional Institutions, and Related Agencies.* Annual. Milwaukee: National Police Chiefs and Sheriffs Information Bureau. Names, addresses, phone numbers for municipal, county, district, campus, state, and federal agencies.
REF HV 7965 I57 1987	*International Directory of Correctional Administrations.* College Park, MD: American Correctional Association, 1987. Directory of national and regional departments for over 65 countries. Includes information on legal and correctional systems.
REF HV 7965 T67 1987	Torres, Donald A. *Handbook of State Police, Highway Patrols, and Investigative Agencies.* Westport, CT: Greenwood, 1987. History, organization, and personnel qualifications and training for each state agency.
REF HV 8073 F62	*Forensic Services Directory: The National Register of Experts, Engineers, Scientific Advisers, Medical Specialists, Technical Consultants, and Sources of Specialized Knowledge.* Annual. Princeton, NJ: National Forensic Center. A register of available expert witnesses for attorney evaluation and selection.

STATISTICS

REF HV 6787 A3	*Uniform Crime Reports for the United States.* Annual. Washington D.C.: U.S. Federal Bureau of Investigation. State and municipal level crime statistics.
REF HV 7245 N37b	*Sourcebook of Criminal Justice Statistics.* Annual. Washington D.C.: U.S. Bureau of Justice Statistics. National and selected state and local data on criminal justice systems, public opinion, offenses, arrests, defendant processing, and prisoners.
REF HV 7415 C33 1986	Cahalan, Margaret Werner. *Historical Corrections Statistics in the United States, 1850-1984.* Washington, D.C.: U.S. Dept of Justice, 1986. Statistics on capital punishment, state and federal prisons, jails, juvenile delinquents, and parole and probation.

Also refer to the Library Use Guide, "Statistics: Social Sciences".

BIOGRAPHIES OF CRIMINALS

REF HV 6785 N37	Nash, Jay Robert. *Bloodletters and Badmen: A Narrative Encyclopedia of American Criminals from the Pilgrims to the Present.* New York: Evans, 1973.
REF HV 6245 N38	Nash, Jay Robert. *Look for the Woman: A Narrative Encyclopedia of Female Prisoners, Kidnappers, Thieves, Extortionists, Terrorists, Swindlers and Spies from Elizabethan Times to the Present.* New York: Evans, 1981.
REF HV 6245 K64 1986	Kohn, George C. *Dictionary of Culprits and Criminals.* Metuchen, NJ: Scarecrow, 1986.
REF HV 6245 G38 1979	Gaute, J.H.H., and Robin Odell. *Murders' Who's Who: Outstanding International Cases from the Literature of Murder in the Last 150 Years.* New York: Methuen, 1979. A brief account of 150 famous murder cases, with bibliography of further sources.

INDEXES AND ABSTRACTS OF PERIODICAL ARTICLES

Criminal Justice

INDEX H 1 S62	*Social Sciences Index.* v. 1, 1974 - Index to periodical articles in the social sciences, including the fields of criminology, law, psychology, and sociology
INDEX HB 6001 C68	*Criminal Justice Periodical Index.* 3 issues per year. v. 1, 1975 - Author and subject indices to articles from over 100 U.S., British and Canadian journals.

INDEX HV 6001 C67	*Criminal Justice Abstracts*. v. 9, 1977 - . (Formerly *Crime and Delinquency Literature*. Quarterly. v. 1, 1968 - v. 7, 1975. Comprehensive coverage of the main journals worldwide in the discipline, as well as broad coverage of new books, government and non-government agency reports, dissertations, professional magazines and unpublished papers. Each issue also contains a comprehensive review article on a special topic such as racial discrimination in the death penalty.
INDEX HV 6001 E9	*Criminology and Penology Abstracts*. Bi-monthly. v. 20, 1980 - . (Formerly *Abstracts on Criminology and Penology*, v. 9, 1969 - v. 19, 1979 and *Excerpta Criminologica*, v. 1, 1961 - v. 6, 1966). International in scope, abstracts articles which cover etiology of crime and juvenile delinquency, the control and treatment of offenders, criminal procedure and the administration of justice.
INDEX HV 7551 A16	*Police Science Abstracts*. v. 8, 1980 - . (Formerly *Abstracts on Police Science*, v. 1, 1973 - v.7, 1979.) International in scope, covers police science, the forensic sciences and forensic medicine.
INDEX HV 6025 C68	*Crime and Delinquency Abstracts*. v. 4, 1966 - v. 8, 1972. (Formerly *International Bibliography on Crime and Delinquency*, v. 2, 1965 - v. 3, 1966.) Abstracts of scientific and professional literature and ongoing research projects. For more up to date information in juvenile delinquency, see MICROFORMS COLLECTIONS sections in this guide: *Crime and Juvenile Delinquency: A Bibliographic Guide*. 1976 - (INDEX HV 6025 C72) which indexes a microfiche collection of reports and studies in that field.

Related Subject Areas

INDEX BF 1 P65	*Psychological Abstracts*. v. 27, 1953 - . Abstracts in psychology and related disciplines.
INDEX GN 1 A15	*Abstracts in Anthropology*. v. 1, 1970 - v. 7, 1978. Abstracts to journal articles.

INDEX H 1 P9	*Public Affairs Information Service Bulletin* (P.A.I.S). v. 36, 1950 - . Index, with brief abstracts, to periodical articles, books, government documents (state and local, federal, foreign, intergovernmental organizations) on public affairs, including subjects of crime and criminals, corrections, prisons, juvenile delinquency.
INDEX HM 1 S67	*Sociological Abstracts*. v. 1, 1953 - . Abstracts of periodical articles in sociology. See especially sections on social control, social psychology, social problems and social welfare, and studies in violence.
INDEX HQ 750 A1 C47	*Child Development Abstracts and Bibliography*. v. 44, 1970 - . Abstracts of periodical articles and reviews of books related to development of children
INDEX HV 1 A2	*Social Work Research and Abstracts*. v. 13, 1977 - .(Formerly *Abstracts for Social Workers*, v. 1, 1965 - v. 13, 1977.) Research and abstracts in the field of social welfare, including crime and delinquency.

CD-ROM INDEXES TO PERIODICAL ARTICLES

CD-ROM (compact disk, read only memory) players connected to personal computers equipped with software to search the data, are located in the Reference/Index area. They provide quick access to specific topics through the ability to link several subject phrases or look for specific keywords. Guides to using them are either attached to the computer, available through a tutorial on the computer, or written and adjacent to the computer. Ask at the Reference Desk for assistance in using them.

NEWSBANK

Index to articles on current events and issues, including social, economic, political and scientific news on regional, national and international topics. Articles are taken from the newspapers of over 500 U.S. cities. Related topics include crime, crime prevention, criminal justice, juvenile delinquency, prisons, capital pusishment, and gun control. The articles are on microfiche in the PERIODICALS/MICROFORMS area.

BUSINESS NEWSBANK

Index to articles about companies, industries, and business people taken from newspapers and regional business publications from over 500 U.S. cities. Related topics include private correctional institutions and correctional institutions management services.

CARL ACCESS TO PERIODICAL ARTICLES

UNCOVER

UNCOVER provides keyword access (a WORD search) since 1988 to the titles of articles in journals received by the participating CARL member libraries, including Auraria. The tables of contents of each new journal issues are entered when the journal is received, so the articles are retrievable usually within 48 hours, providing the most current access to periodical information. The tables of contents of new issues can also be scanned by looking up the journal title through BROWSE and "examining" each issue. For more information on using this database, refer to the Library Use Guide, "Uncover: Access to Articles Through PAC."

COMPUTER-ASSISTED RESEARCH

Searching online databases offers the same advantages of linking several key concepts as CD-ROM searching does, but offers access to many more databases. Included are *National Criminal Justice Information System*, and related indexes such as *Psychological Abstracts* and *Sociological Abstracts*. Another advantage is that numerous years can be searched at once. The Auraria Library offers computer-assisted research for a fee based on the time spent online and the number of citations printed. See the Library Use Guide, "Computer-Assisted Research" for further information or consult with a librarian at the Reference Desk.

MEDIA MATERIALS

Audiovisual materials such as videorecordings may be identified on PAC through a subject word search and adding the word "videorecording," "slides," etc. to retrieve that type of resource. These are located in the Media Distribution Department on the first floor of the library and may be viewed there.

MICROFORM COLLECTIONS

MICRO HV 6025 C7	*Crime and Delinquency.*
INDEX HV 6025 C72	*Crime and Delinquency: A Bibliographic Guide to the Basic Microform Collection.* 1977. Updated with annual *Bibliographic Guide,* 1976 - . A full-text microfiche collection of over 4,500 titles (as of 1988) chosen from the holdings of the libraries of Rutgers University and the National Council on Crime and Delinquency, the leading private non-profit organization in the U.S. dedicated to researching and spreading greater public information about the causes, effects, settings, and remedies for both adult and juvenile crime. Primarily reports and studies issued by municipal, county, state, and federal government agencies as well as private organizations and individuals, as well as vital crime-related literature from sources outside the U.S. such as Australia, England, Europe, Scandinavia and Asia.

The microfiche collection is located in the PERIODICALS/MICROFORM area. The fiche are arranged by the accession number found in the index.

GOVERNMENT DOCUMENTS

Auraria Library is a selective depository for United States government documents, which are mostly shelved in a special section of the library according to the Superintendent of Documents Classification System, which arranges them by issuing agency. The library is also a depository for Colorado state government publications which may be in the main collection or on microform. Both may be accessed through the CARL PAC system. See the Library Use Guides, "U.S. Government Publications: An Introductory Guide and "Colorado State Publications" for further information.

LS: 9/90

EDUCATION: L CLASSIFICATION

L is the call letter assigned to the field of **Education** by the Library of Congress. This outline of call numbers is to be used only as a general browsing aid for studying resources on the shelf. For a more specific subject approach be certain to use the **Library of Congress Subject Headings** volumes. Ask reference librarians for more information.

L		**Education (General)**
		For periodicals, congresses, directories, etc.
LA		**History of Education**
LB		**Theory and Practice of Education**
	51-885	Systems of Individual Educators and Writers
	1025-1050	Teaching (Principles and Practice) Including programmed instruction, remedial teaching, nongraded schools, audiovisual education, methods of study, reading (general)
	1051-1091	Educational Psychology

NOTE: LB 1051-1091 is the call number block assigned to "Educational Psychology." Areas of general psychology, BF, are also pertinent to education students. Use **Library of Congress Subject Headings** for specific topics. (See last page.)

1101-1139	Child Study, Physical Development
1140	Preschool Education
1141-1489	Kindergarten
1501-1547	Primary Education
1555-1602	Elementary or Public School Education
1603-1695	Secondary Education, High Schools
1705-2286	Education and Training of Teachers
2300-2430	Higher Education
2801-3095	School Administration and Organization
3201-3325	School Architecture and Equipment
3401-3499	School Hygiene
3525-3640	Special Days, School Life, Student Customs

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

LC		Special Aspects of Education
	8-59	Forms of Education
		Including self, home, and private school education
	65-245	Social Aspects of Education
		Including education and the state, religious instruction in public schools, compulsory education, illiteracy, educational sociology, community and the school, endowments
	251-951	Moral and Religious Education. Education Under Church Control
	1001-1091	Types of Education
		Including humanistic, vocational, and professional education
	1390-5158	Education of Special Classes of Persons
		Including women, Afro-Americans, gifted and handicapped children, orphans, middle class
	5201-6691	Adult Education, Education Extension
		Individual institutions: universities, colleges, and schools
LD		United States
LE		America, Except United States
LF		Europe
LG		Asia, Africa, Oceania
LH		College and School Magazines and Papers
LJ		Student Fraternities and Societies, United States
		For other countires see LA, LE-LG
LT		Teachers' Guides and Aids
	1050-1099	Special Aspects of Education
	1050	Remedial Teaching
	1060	Bilingual Education
	1090	Special Education
	1140-1199	Kindergarten
	1570-1999	ELEMENTARY EDUCATION
	1555-1571	Teachers', Administrative Handbooks. Curriculum Planning
	1572-1576	Language Arts. English
	1578-1579	Other Languages
	1581-1584	History, Social Sciences
	1585	Science
	1587	[illegible]

	1589	Mathematics
	1590	Penmanship
	1591	Art
	1591.5	Music
	1591.7	Drama
	1592-1595	Home Economics, Consumer Education, Vocational Education
	1601	**LIBRARY SKILLS** (Elementary and Secondary)
	1620-1699	**SECONDARY EDUCATION**
	1607-1628	Teachers', Administrative Handbooks, Curriculum Planning
	1631-1632	Language Arts (English)
	1634	Other Languages
	1640-1642	History
	1643	Social Sciences
	1643.3	Business Education
	1644	Political Science
	1645	Mathematics
	1647-1670	Science
	1671	Health
	1672	Physical Education
	1675	Vocational Education
	1675	Home Economics
	1677	Driver's Education
	1694	Art
	1694.5	Music
	1694.6	Drama
LT		**Textbook Collection**
	2050-2099	**SPECIAL ASPECTS OF EDUCATION**
	2050	Remedial Teaching
	2060	Bilingual Education
	2090	Special Education
	2140-2199	**KINDERGARTEN**
	2570-2999	**ELEMENTARY EDUCATION**
	2572-2576	Language Arts (English)
	2578-2579	Other Languages
	2581-2584	History, Social Sciences
	2585	Science
	2587	Health, Physical Education
	2589	Mathematics
	2590	Penmanship
	2591	Art

	2591.5	Music
	2591.7	Drama
	2592-2595	Home Economics, Consumer Education, Vocational Education
	2601	LIBRARY SKILLS (Elementary and Secondary)
	2620-2699	SECONDARY EDUCATION
	2620	Special Aspects of Secondary Education
	2631-2632	Language Arts (English)
	2634	Other Languages
	2540-2642	History
	2643	Social Sciences
	2643.1	Minorities
	2643.3	Business Education
	2644	Political Science
	2645	Mathematics
	2647-2670	Science
	2671	Health
	2672	Physical Education
	2675	Vocational Education
	2676	Home Economics
	2677	Driver's Education
	2694	Art
	2694.5	Music
	2694.6	Drama
LT		Children's and Young People's Literature
	3000-3034	Collections, General Works
	3035-3079	Philosophy, Psychology, Religion
	3080-3119	Auxiliary History, Biography not Classed Elsewhere
	3120-3229	History: General and Eastern Hemisphere
	3230-3339	History: Western Hemisphere
	3340-3399	Geography, Recreation
	3400-3449	Social Sciences
	3450-3477	Political Science
	3478-3514	Law
	3515-3639	Education
	3540-3579	Music
	3580-3639	Art
	3640-3699	Science
	3700-3724	Medicine
	3725-3749	Agriculture
	3750-3859	Technology
	3860-3899	Military Science

3900-3949	Naval Science
3950-3999	Bibliography, Library Science
4000-4049	Languages
4050-4109	Children's Stories, Poetry, Drama, etc. in English
4050	Collections
4060	Early Works
4070	Modern Fiction
4080-4082	Fairy Tales, Folklore, Legends
4083	Poetry
4103	Animal Stories
4105	Children's Plays
4110-4999	Children's Stories, Poetry, Drama, etc. in Other Languages

NOTE: LB 1051-1091 is the call number block assigned to "Educational Psychology." Areas of general psychology, BF, are also pertinent to education students. Use *Library of Congress Subject Headings* for specific topics.

BF	**Psychology**
231-299	Sensation
311-499	Cognition, Perception, Intelligence
511-593	Emotion
608-635	Will
636-637	Applied Psychology
660-687	Comparative Psychology
683	Motivation
698	Personality
699-755	Genetic Psychology, Child Psychology
795-839	Temperament, Character

OA 1/91 rev

EDUCATIONAL RESOURCES INFORMATION CENTER: USING THE ERIC SYSTEM

WHY USE ERIC?

ERIC publishes two indexes: CURRENT INDEX TO JOURNALS IN EDUCATION (CIJE) and RESOURCES IN EDUCATION (RIE). They complement each other. Use CIJE to identify periodical articles on education topics. Use RIE to find curriculum guides, research reports, speeches and other materials generally not published in periodicals. Nearly all the materials indexed in RIE are available at Auraria Library on microfiche.

WHAT IS ERIC?

Since 1966, the Educational Resources Information Center (ERIC) has served as a national information system for education. Sixteen subject-area clearinghouses scattered across the U.S. collect periodical articles, reports, and other materials on education. The information supplied by the ERIC system appears in four forms:

INDEX LB 1025.2 C8	CURRENT INDEX TO JOURNALS IN EDUCATION (CIJE) - a printed index to periodical articles.
INDEX LB 1028 A1 R46	RESOURCES IN EDUCATION (RIE) - a printed index to education materials generally not published in periodicals.
	ERIC microfiche ("ED fiche") - containing the full text of materials indexed in RIE. Auraria Library owns a complete set of over 235,000 fiche. (See map on last page.)
	ERIC computer database - contains both RIE and CIJE indexing. More details about searching ERIC online are included at the end of this Library Use Guide.

WHAT WORDS BEST DESCRIBE MY TOPIC?

1. Begin by consulting the THESAURUS OF ERIC DESCRIPTORS (INDEX LB 1028 E34) located on the index tables to find the best subject headings or descriptors that state your topic. Let's say your topic is "Educational Innovation", so you look those words up alphabetically in the THESAURUS. See below:

This example is from the THESAURUS OF ERIC DESCRIPTORS.

Notice that "Educational Innovation" is in bold face type, meaning that it is a recognized term or descriptor. You will find listings of materials under that term in both CIJE and RIE.

SN means Scope Note
Here it explains what is covered by "Educational Innovation"

NT means Narrower Term
BT means Broader Term

RT means Related Term(s)

EDUCATIONAL INNOVATION
CIJE: 3,121 RIE: 3,485
SN Introduction of new ideas or practices into educational programs, systems, or structures (note: prior to mar80, the use of this term was not restricted by a scope note – do not confuse with "instructional innovation")
NT Instructional Innovation
BT Innovation
RT Education
Educational Change
Educational Development
Educational Environment
Educational Improvement
Educational Research
Educational Technology
Experimental Colleges
Experimental Curriculum
Experimental Schools
Nontraditional Education

("Schools" is the term to use instead of Educational Institutions)

Educational Institutions
USE SCHOOLS

UF means Used For
So instead of
Instructional Aids
Instructional Media
Mechanical Teaching Aids
Use "Educational Media" (in boldface)

EDUCATIONAL MEDIA
CIJE: 3,005 RIE: 2,809
SN Equipment and materials used for communication in instruction (note: use a more specific term if possible)
UF Instructional Aids (1966 1980)
Instructional Media (1967 1980)
Mechanical Teaching Aids (1966 1980)
NT Audiovisual Aids
Autoinstructional Aids
Instructional Materials
RT Computer Assisted Instruction
Computer Managed Instruction
Education
Educational Equipment
Educational Resources
Educational Technology
Electronic Classrooms
Intermode Differences
Learning Laboratories
Learning Resources Centers
Mass Media
Media Research
Media Selection
Media Specialists

Boldface, NT, BT, or RT descriptors are used in CIJE and RIE indexes. Do not look under the "Used For" terms. Use the boldface heading above it instead.

By using the THESAURUS OF ERIC DESCRIPTORS, you can create a list of terms which best describe your topic in RIE and CIJE. On long and complex projects it is often good to make a photocopy of the most useful part of the THESAURUS to help in the use of CIJE and RIE. Taking good notes is essential; jot down one or more appropriate subject headings you found in the THESAURUS.

BEST COPY AVAILABLE

CURRENT INDEX TO JOURNALS IN EDUCATION

2. TO FIND PERIODICAL ARTICLES, USE CIJE (INDEX LB1025.2 C8)

a. Start in the Subject Index (located in the back of all volumes and issues of CIJE). Look under the descriptors or terms identified in Step 1. Use the most specific descriptors available to locate the most useful citations.

Looking up the descriptor we found in the THESAURUS OF ERIC DESCRIPTORS (step 1), "Educational Innovation", we see a list of several periodical articles under that boldface heading. Each entry under "Educational Innovation" leads off with the name of the article, the name of the periodical, etc. For each one that you would like to know more about, jot down the "EJ" number and the name of the article.

EXAMPLE FROM CIJE SUBJECT INDEX

Educational Innovation

Colleges Bent on Computers Benefit from NDEA Glitches. *Community and Junior College Journal;* v53 n8 p20-22,60 May 1983 EJ 287 022

Developing Non-Traditional Programs. *Community College Review;* v11 n1 p13-20 Sum 1983 EJ 287 051

Computers and Education: Where We Are and Where We Might Be Going. *Early Child Development and Care;* v12 n2 p153-64 Sep 1983 EJ 287 080

Designing the Computer-Literate School. *Classroom Computer Learning:* v4 n2 p57,60 Sep 1983 EJ 287 204

The Videodisc: Its Possibility as an Educational Media. *Journal of Science and Mathematics Education in Southeast Asia;* v6 n1 p41-46 Jul 1983 EJ 287 241

Computer-Video Interface for Interactive Instructional System. *Journal of Science and Mathematics Education in Southeast Asia;* v6 n1 p47-50 Jul 1983 EJ 287 242

b. After you have compiled EJ numbers and titles from the CIJE subject Index, use the EJ number to locate the complete citation in the Main Entry Section (located in the front of all volumes). Entries are arranged numerically by EJ number. EJ numbers are essential to finding the complete citation.

EXAMPLE FROM CIJE MAIN ENTRY SECTION

EJ number

Title of article

Author(s)

Volume number, Issue number, pages, date

Descriptors

Abstract (Reading the abstract will help you judge how useful an article will be to your project.)

EJ 287 204
Designing the Computer-Literate School. Platt, Andy; Byron, Ruth *Classroom Computer Learning;* v4 n2 p57,60 Sep 1983
Descriptors: *Computer Science Education; *Computer Oriented Programs; Elementary Secondary Education; *Educational Innovation; Learning Activities; Middle Schools; *Microcomputers

Discusses the use of microcomputers at a middle school in Wayland, Mass., including activities in the computer room and formal computer instruction in grade six. Also discusses rationale for approaches taken, such as working with a variety of microcomputers and computer use in different subject areas. (JN)

c. Refer to "PERIODICAL INDEXES" Library Use Guide to learn how to determine which periodical titles Auraria Library owns.

BEST COPY AVAILABLE

RESOURCES IN EDUCATION

3. TO FIND OTHER MATERIALS, USE RIE (INDEX LB1028 A1 R46)

a. Start in the Subject Index (located in the back of paper issues or in separate annual or semiannual index volumes). Look under the descriptors identified in step 1. Under each descriptor identified in step 1 you will see a list of materials on that topic. Under "Educational Innovation" there are several, each one indicated by its title and "ED" number. Make a list of ED numbers and titles most appropriate to your topic.

EXAMPLE FROM RIE SUBJECT INDEX

Descriptor

Title

ED number

Educational Innovation
Applied Geography at a Small State College.
ED 227 038
Bilingualism for the Future.
ED 228 873
The CET Open Learning Systems Programme: A Contribution to Career Updating.
ED 231 340
Coming on Center: English Education in Evolution.
ED 232 161//
Innovation in the Science Curriculum: Classroom Knowledge and Curriculum Change.
ED 228 904

b. Use the ED number to locate each complete citation in the Document Resume section (located in the front of paper issues or in separate Entries volumes of RIE). Entries are arranged in numerical order by ED number.

EXAMPLE FROM RIE DOCUMENT RESUME SECTION

Author

Title

Descriptors
(You may wish to scan these for new descriptors to explore.)

Abstract or summary
(Reading the abstract will help you judge how useful the complete document on fiche will be to your project.)

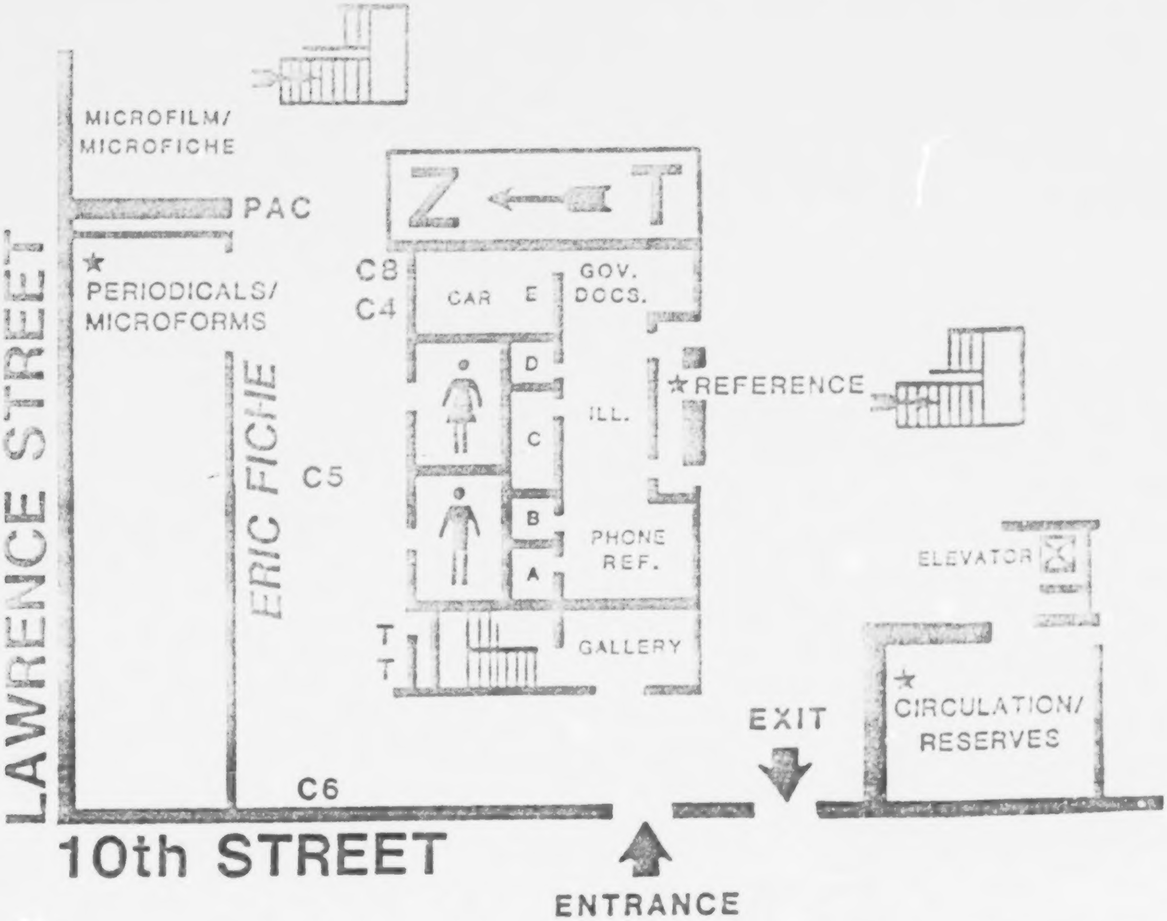
ED 228 904
Olson, John, Ed.
Innovation in the Science Curriculum: Classroom Knowledge and Curriculum Change.
Report No.—ISBN-0-7099-1900-X; ISBN-0-89397-127-8
Pub Date—82
Note—188p.
Available from—Nichols Publishing Company, P.O. Box 96, New York, NY 10024 (ISBN-0-89397-127-8, $21.50); Croom Helm Ltd., 2-10 St John's Road, London SW11 (ISBN-0-7099-1900-X).
Pub Type— Books (010) — Opinion Papers (120) — Reports - Evaluative (142)
Descriptors—Case Studies, Class Activities, *Curriculum Development, Curriculum Guides, Discussion (Teaching Technique), Educational Change, *Educational Innovation, Elementary Secondary Education, Foreign Countries, Policy Formation, Questioning Techniques, *Science Curriculum, *Science Teachers, Teacher Attitudes, *Teacher Role, Teaching Guides

The way in which science teachers use innovation and the implications for curriculum policy making are addressed in five articles. In "Classroom Knowledge and Curriculum Change: An Introduction," John Olson proposes a humanistic framework for curricular change. Rob Walker's "The School, the Community, and the Outsider: Case Study of a Case Study," reflects on the nature of his work for the Case Studies in Science Education project and the advantages and limitations of the case method. In "The Programme, the Plans and the Activities of the Classroom: The Demands of Activity-Based Science," Edward L. Smith and Neil B. Sendelbach examine the antecedents of teacher classroom activity, including teachers' plans and the recommendations of teacher guides for the Science Curriculum Improvement Study programme.

• • •

c. After reading the abstracts or summaries of the materials, you may decide you want to read the full text of some but not others. Create a new list of the "ED numbers" for the ERIC microfiche you want to read.

d. Go to the ERIC microfiche cabinets to select the microfiche you wish to read. (See map below.) For further assistance ask for help at the Periodicals/Reserves counter.


MICROFILM/
MICROFICHE
PAC
★ PERIODICALS/
MICROFORMS
LAWRENCE STREET
ERIC FICHE
C5
C6
Z ← T
C8
C4
CAR
E
GOV. DOCS.
D
C
B
A
ILL.
PHONE REF.
★ REFERENCE
T
T
GALLERY
ELEVATOR
★ CIRCULATION/
RESERVES
EXIT
10th STREET
ENTRANCE

4. TO FIND ERIC INFORMATION ONLINE

The information in CIJE and RIE can also be searched online by computer, which produces customized bibliographies. This service is available through CAR, Computer Assisted Research, in Auraria Library. CIJE and RIE can be searched by computer individually or together. The fee charged for this service is based on the amount of time spent online and the complexity of the search. Computer searching is particularly useful for complicated subjects or when there is insufficient time for a manual search. Details on CAR are available in the Library Use Guide, "Computer Assisted Research". Ask for it at the Reference Desk , where you can also get a CAR search request form and further information.

RESEARCH

The Research Paper Made Easy: From Assignment to Completion

LB
2369
R4
Video

Center for Humanities 55 min. Color

Writing a research paper requires reading, organizing, and planning skills to achieve a finished product. This program is divided into nine parts and provides participatory exercises to reenforce individual skills.

An Introduction to Research Literature

Q
180.55
M4
I57
Video

CSU 34 min. Color

An explanation of the kinds of research tools available in the library with examples of these tools. The librarian/lecturer gives hints on the optimum use of each resource.

tam 9/86
p66

THEATRE

Medieval Theatre: The Play of Abraham and Isaac

PN 2152 M4 16mm	Ency. Brit. 26 min. Color Uses a medieval mystery play about Abraham and Isaac at an English estate in 1482. Attitudes of actors and peasants are contrasted with those of the aristocracy and church.

Tennessee Williams: Theatre in Process

PN 2953 T4 Video	Behind the scences look at the production of The Red Devil Battery Sign, showing the collaborative efforts of the writer, director, and actors.

SHAKESPEARE

Borrowed Faces

PN 2071 A92 B6 Video	McGraw-Hill 29 min. Color Shows a behind the scenes look at play production using the University of Colorado Shakespeare Festival as a practical example. It illustrates the problems and personalities behind the finished product.

Measure for Measure

PR 2824 A2 M4 Video	BBC 145 min. Color 1979 dramatization of Shakespeare's play. Three video cassettes.

Merchant of Venice

PR 2825 A2 G6 Video	BBC 155 min. Color 1980 dramatization of Shakespeare's play. Three video cassettes.

Romeo and Juliet

PR 2831 A2 R6 16mm	Macmillan Films 115 min. Color The classic Shakespeare tragedy is danced by the Covent Garden Ballet Co. and features such world renowned dancers as Rudolf Nureyev and Margot Fonteyn.

"Bernice Bobs Her Hair"

PN 1997 B4 F5 Video	Perspective Films 48 min. Color A young flapper cuts her hair to gain the approval of her peer group, and in the process gains a lesson in values.

"The Displaced Person"

PN 1997 D5 02 Video	Perspective Films 51 min. Color Flannery O'Connor's short story about culture shock in rural Georgia. A Polish refugee from World War II becomes the object of suspicion because of his personality and intelligence.

"The Jolly Corner"

PN 1997 J64 J3 Video	Perspective Films 43 min. Color Henry James's short story is dramatized in the video presentation. A Civil War deserter returns thrity-five years later to New York and reviews the choices of his youth.

"Rappacini's Daughter"

PN 1997 R3 H3 Video	Perspective Films 57 min. Color A dramatization of Nathaniel Hawthorne's story.

"The Masque of the Red Death"

PS 2618 M36 Video	McGraw-Hill 10 min. Color An adaptation of the story by Edgar Allan Poe.

"The Lottery"

PS 3519 A392 L51 16mm	Ency. Brit. 18 min. Color Shirley Jackson's story "The Lottery" was filmed in the setting of a small American town. A companion video, "The Lottery: A Discussion", is available (PS3519 A392 L52).

REF. PR 83 M73 1978	Tucker, Martin, ed. Moulton's Library of Literary Criticism of English and American Authors. New York: Frederick Ungar Publishing Co., 1966. Revised and enlarged edition. Arranged by author. Excerpts from criticism. Volume I: The Beginnings to the Seventeenth Century. Volume II: Neoclassicism to the Romantic Period. Volume III: The Romantic Period to the Victorian Age. Volume IV: The Mid-Nineteenth Century to Edwardianism.
REF. PS 221 C8 1969	Curley, Dorothy Nyren, *et al.*, ed. Modern American Literature (A Library of Literary Criticism). New York: Frederick Unger Publishing Co., 1969. Arranged alphabetically by author with an index by critic. Excerpts from critical sources with references to the entire work.
REF. Z 2014 P7 K8 1980	Kuntz, Joseph M. Poetry Explication: A Checklist of Interpretation Since 1925 of British and American Poems Past and Present. 3d ed. Boston: G. K. Hall and Co., 1980. Poems of 500 lines or less, published between 1925 and 1977. Explication of whole poems only.
REF. Z 5917 S5 W33	Walker, Warren S. 20th Century Short Story Explications: Interpretations, 1900-1957, of Short Fiction Since 1800. 3d ed. Hamden, CT: Shoe String Press, 1977. About 850 authors are included. Story must be less than 150 pages. Concentrations on interpretaton, theme, and symbolism. No sources listed, no biographical information on the author.

MEDIA

Media includes such non-print items as films, videotapes, filmstrips, slides, and phonograph records. At the Auraria Library, media is located on the second floor in the Media Distribution Department. Much of the media related to English and American literature consists of film and video adaptations of literary works. Below is a list of some of the media available at the Auraria Library. To find out what other media the Auraria Library owns, use the Online PAC System or the card catalog in the Media Distribution Department.

SHORT STORIES

"Barn Burning"

PN 1997 B3 F3 Video	Perspective Films 41 min. Color A dramatization of William Faulkner's short story about a young man who is forced to cooperaate in burning property in order to win his father's acceptance.

REF.
PR
451
K8
1936

Kunitz, Stanley J. and Howard Haycroft, ed. *British Authors of the Nineteenth Century*. New York: H. W. Wilson Co., 1936.
About 1,000 British authors (including authors from Canada, Australia, South Africa, and New Zealand) are listed. Sketches are from 100 to 2,500 words, depending on the importance of the author. Each sketch lists the author's principal works, with dates of publication.

REF.
PS
21
K8

Kunitz, Stanley J. and Howard Haycraft, ed. *American Authors 1600-1900: A Biographical Dictionary of American Literature*. New York: H. W. Wilson Co., 1938.
Biographies of about 1,300 American authors, active from 1607 to the end of the nineteenth century, including minor authors hard to locate in other works. Biographies are from 150 to 2,500 words, in accordance with the importance of the person. No living authors included.

REF.
PS
129
A55

American Writers: A Collection of Literary Biographies. Unger, Leonard, ed. New York: Charles Scribner's Sons Inc., 1974. Supplement, 1979.
Lengthy essays, first written as a series of pamphlets. Aimed at a wide audience, including those with no background in literature. A bibliography appended to each essay includes a list of the author's works and a list of critical and biographical studies.

REF.
PS
129
D48
1982

Dictionary of Literary Biography. Documentary Series, An Illustrated Chronicle. Detroit: Gale Research, 1982.
This is a supplement to *Dictionary of Literary Biography*. It provides biographical sketches of major literary figures, and in addition, documentary sources such as letters, notebooks, interviews, book reviews, and photographs. The documents presented help illuminate an author's creative processes.

REF.
Z
1224
C6

Contemporary Authors. Detroit: Gale Research Co., 1962-.
Includes biographical sketches of authors, a review of the author's career, a list of works, and references to critical sources. There are forty-four volumes in the first set, 106 volumes in the first revision, and seven volumes in the New Revision Series. Each set has an index.

WORKS OF CRITICISM

Excerpts from criticisms of particular authors or individual works can be found in books known as *explicators*. References to the entire critical work are included.

REF.
PN
771
C59

Contemporary Literary Criticism. Gunton, Sharon R. and Jean C. Stine, ed. Detroit: Gale Research Co., 1973-.
Excerpts from and references to criticism of novelists, poets, short story writers. Arranged alphabetically by author. Index volume to the entire set.

REF. PS 129 D47 v. 18	Nadel, Ira B. and William F. Fredeman, eds. *Victorian Novelists After 1885*. Detroit: Gale Research, 1983.
REF. PS 128 D47 v. 21	Nadel, Ira B. and William E. Fredeman, eds. *Victorian Novelists Before 1885*. Detroit: Gale Research, 1983.
REF. PS 129 D47 v. 14	Halio, Jay L., ed. *British Novelists Since 1960*. Detroit: Gale Research, 1983.
REF. PS D47 v. 15	Oldsey, Bernard, ed. *British Novelists, 1930-1959*. Detroit: Gale Research, 1983.
REF. PS 129 D47 v. 5	Greiner, Donald J. *American Poets Since World War II*. Detroit: Gale Research, 1980.
REF. PS D47 v. 20	Stanford, Donald E., ed. *British Poets, 1914-1945*. Detroit: Gale Research, 1983.
REF. PS 129 D47 v. 9	Martine, James J., ed. *American Novelists, 1910-1945*. Detroit: Gale Research, 1981.
REF. PS 129 D47 v. 8	Cowart, David and Thomas L. Wymer, eds. *Twentieth Century American Science Fiction Writers*. Detroit: Gale Research, 1981.
REF. PS 129 D47	Kibler, James E., Jr., ed. *American Novelists Since World War II*. Detroit: Gale Research, 1980.

INDEX Z 1035 A1 I63	*Index to Book Reviews in the Humanities*. Williamston, MI: Phillip Thornston, 1961- . Arranged by author. Indexes more scholarly journals than does *Book Review Digest* or *Book Review Index*.
INDEX Z 1219 C95	*Book Review Digest*. New York: H. W. Wilson Co., 1905-. *Book Review Digest* excerpts and references reviews of both fiction and nonfiction books. Includes books in the humanities, social sciences, and general sciences. Arranged by author, with a subject and title index.

BIOGRAPHIES

Biographies give information about the life of an author. Often they discuss the works of the author and append a list of references to further critical works.

REF. PN 771 K86	Kunitz, Stanley, ed. *Twentieth Century Authors*. New York: H. W. Wilson Co., 1942. Supplement, 1955. Includes authors who are read in English, including those whose work is read in translation. Sketches range from 300 to 1500 words. Each sketch has a list of the author's principal works and references to critical articles.
REF. PR 105 K9	Kunitz, Stanley J. and Howard Haycraft, ed. *British Authors Before 1800: A Biographical Dictionary*. New York: H. W. Wilson Co., 1952. Includes about 650 authors, both major and minor. Contains both biographical and critical information in sketches from 300 to 1500 words.
	Dictionary of Literary Biography. Detroit: Gale Research, 1978-. A multivolume set including biographical sketches of authors. Each volume is arranged alphabetically by author's name. Almost every volume includes a cumulative index to the entire set. Some of the volumes included in the set are listed below.
REF. PS 129 D47 v.13	Weintraub, Stanley, ed. *British Dramatists Since World War II*. Detroit: Gale Research, 1982.
REF. PS 129 D47 v. 19	Stanford, Donald E., ed. *British Poets, 1880-1914*. Detroit: Gale Research, 1983.

REF. Granger's Index to Poetry. Smith, William James and William F.
PN Bernhardt, ed. 7th ed. New York: Columbia University Press,
1022 1982.
G7 This first appeared in 1904. The seventh edition indexes poems
1982 published in collections between 1970-81; the earlier editions
index earlier collections. Arranged by title and first line of
poem, with a subject and author index.

REF. Play Index. Fidell, Estelle A. ed. New York: H. W. Wilson
Z Co., 1949-.
5781 Indexes plays published both individually and in collections.
P53 Arranged by author with cross references from second author,
title, and subject. Special features include a symbol
designating a play for children or young people, the number of
males and females in the cast, and whether the sets are interior
or exterior.

REF. Short Story Index. Bogart, Gary C. ed. New York: H. W.
Z Wilson, Co., 1923-.
5917 An index to short stories appearing in collections and, starting
S5 in 1974, in selected periodicals. Arranged by author, with cross
S35 references from title and subject.

INDEX Essay and General Literature Index. New York: H. W. Wilson
AI Co., 1900-.
3 Indexes chapters and parts of books. Arranged by author, title
E752 and subject.

INDEX Humanities Index. New York: H. W. Wilson Co., 1974-.
AI Indexes magazines in humanities related fields. Formed when
3 Social Sciences and Humanities Index split into two indexes,
H853 Humanities Index and Social Sciences Index. Has book reviews
in the back of each volume.

INDEX Social Sciences and Humanities Index. New York: H. W. Wilson
H Co., 1907-74.
1 A forerunner of Humanities Index. Covers the same material as
S62 Humanities Index as well as material in the social sciences.

INDEX Abstracts of English Studies. Calgary University of Calgary,
PE 1958-.
25 Arranged by time period within literatures, with a brief subject
A16 index. Includes both British and American authors.

INDEX Bibliographic Index. New York: H. W. Wilson Co., 1956-.
Z An index to bibliographies on many subjects, both those published
1002 separately and as part of a larger work.
B595

INDEX Book Review Index. Tarbert, Gary C., ed. Detroit: Gale
Z Reseach Co., 1965-.
1035 Gives citations to book reviews appearing in over 350 journals.
AI Gives citation only, no excerpts from reviews. Arranged by
366 author with a title index. A separate Library Use Guide, "Book
Reviews" is available at the Reference Desk.

REF. PR 19 54 1977	Gillie, Christopher, ed. *Longman Companion to English Literature*. London: Longman Group, Ltd., 1977. Dictionary arrangement; no index. Only English authors are included. Good biographical information, as well as some longer general essays.
REF. PS 21 H3	*Oxford Companion to American Literature*. Hart, James D., ed. 5th ed. New York: Oxford University Press, 1983. First published in 1941. Covers social, economic, scientific, military, political, and religious effects on literature. Good biographical information.

BIBLIOGRAPHIES

Bibliographies--or lists of books and other materials--are often confined to a particular subject. They can also be broad based, encompassing an entire academic field, as in *The New Cambridge Bibliography*.

INDEX P 1 M642	*MLA International Bibliography of Books and Articles in the Modern Languages and Literatures*. New York: Modern Language Association, 1922-. An index to the year's criticism in languages and literatures. Book I: English and American literatures, including British commonwealth countries; Book II: European, Asian, African, and South American literatures; Book III: Linguistics; Book IV: General literature and related topics; Book V: Folklore. Each volume is arranged by literature and by time period. There are subject and author indexes.
REF. PE 58 E6	English Association. *Year's Work in English Studies*. London: Humanities Press, Inc., 1921-. The English version of the *MLA Bibliography*. Includes both English and American authors. A narrative discussion of the criticism published each year.
REF. PR 83 N45	*The New Cambridge Bibliography of English Literature*. Watson, George, ed. Cambridge: Cambridge University Press, 1969-77. In five volumes: Volume I: 600-1660; Volume II: 1660-1800; Volume III: 1800-1900; Volume IV: 1900-1950; Volume V: Index. Arranged by author. Includes British authors only, with bibliograhies of their works and of criticism of their works.

INDEXES

Some of the items listed in this category are indexes to periodical articles in the field of American and English literature. Others index separate chapters of books, or material in a particular format, e.g., *Short Story Index*.

ENCYCLOPEDIAS AND HANDBOOKS

These all purpose books define literary terms, identify fictional characters and places, and give biographical information on authors. They are valuable as sources of quick information. All are in the Reference area.

REF. PN 41 F6	Fowler, Roger, ed. *A Dictionary of Modern Critical Terms*. London: Routledge and Kegan Paul, 1973. Lengthy definitions of critical terms which try to analyze their usefulness rather than merely define them.
REF. PN 41 S5 1970	Shipley, Joseph T. *Dictionary of World Literary Terms*. 3d ed. Boston, The Writer, Inc., 1970. Consists of three parts: literary terms, abbreviations, critical surveys. It has good coverage of literature in countries not usually considered in a work of this type.
REF. PN 41 S52	Shipley, Joseph T. *Encyclopedia of Literature*. New York: Philosophical Library, 1945. Arranged by genre, with long essays. Covers world literature. Valuable as a retrospective look at what was considered important.
REF. PN 41 176 1980	Holman, Hugh, ed. *A Handbook to Literature*. Indianapolis: Bobbs-Merrill, 1980. Brief entries defining genres, allusions, movements, literary terms. Based on the 1936 classic by William Thrall and Addismon Hibbard.
REF. PN 771 W28	Ward, A. C., ed. *Longman Companion to Twentieth Century Literature*. 3d ed. London: Longman Group, Ltd., 1981. Includes mostly English and Scottish writers. Some information on the influence of the 19th century or 20th century literature. Broad, general articles.
REF. PR 19 D73 1985	Drabbk, Margaret. *Oxford Companion to English Literature*. 4th ed. Oxford: Oxford University Press, 1985. Generally a basic reader's sourcebook. Dictionary arrangement of literary allusions, characters, etc. Very little on current literature. Good sections on censorship, history of press law.
REF. PR 19 N4	*New Century Handbook of English Literature*. Barnhart, Clarence L., ed. Revised ed. New York: Appleton-Century-Crofts, Inc., 1967. Dictionary arrangment. Over 14,000 entries includng authors, plays, plots, terms. Includes pronunciation of characters' names. Much on Irish writers. Article length and treatment of subject vary.

Century; Book IV the Nineteenth Century and After. Essays on periods and on individual authors.

The Oxford History of English Literature. Oxford: Oxford University Press, 1945-.

There are fourteen volumes planned in this set. So far, the following volumes have been published:

1. H. S. Bennett. Chaucer and the Fifteenth Century. 1947. (PR 255 B43)

2. E. K. Chambers. English Literature at the Close of the Middle Ages. 1945. (PR 291 C5)

3. C. S. Lewis. English Literature in the Sixteenth Century. 1954. (PR 411 L4)

4. F. P. Wilson. The English Drama 1485-1585. 1969. (PR 641 W58)

5. Douglas Bush. English Literature in the Early Seventeenth Century 1600-1660. 2nd ed. 1962. (PR 431 B8)

6. James Sutherland. English Literature in the Late Seventeenth Century. 1969. (PR 431 S9).

7. Bonamy Dobree. English Literature in the Early Eighteenth Century. 1959. (PR 445 D6)

8. John Everett Butt. The Mid-Eighteenth Century. 1979. (PR 441 B83)

9. W. L. Renwick. English Literature 1789-1815. 1963. (PR 447 R4)

10. Ian Jack. English Literature 1815-1832. 1963. (PR 457 J24)

11. J. I. M. Stewart. Eight Modern Writers. 1963. (PR 461 S8)

REF.
PS
88
C3
1945

Cambridge History of American Literature. Trent, William Peterfield et al., ed. New York: Macmillan, 1917.
A one book history of American literature. In three volumes, bound together. Volume I: Colonial and Revolutionary literature. Early National Literature, Part I. Volume II: Early National Literature, Part II. Later National Literature, Part I. Volume III: Later National Literature, Parts II and III. Each volume has its own index.

REF.
PS
88
L522
1974

Spiller, Robert E., et al. Literary History of the United States. 4th ed. New York: MacMillan, 1974.
Volume 1 is a history in narrative form, concentrating on authors and movements. Volume 2 is a bibliography.

Below are some useful subject headings for WORD searching on PAC:

ENGLISH LITERATURE

- Authors, English
- Criticism
- English Fiction
  - divided by time period
- English Literature
  - --Bibliography
  - --Criticism, textual
  - --Explication
  - --History and criticism
  - --Style
  - --Yearbooks
  - also divided by time period
- English Poetry
  - divided by time period
- Fiction
  - --History and criticism
  - --Technique
  - also divided by time period

AMERICAN LITERATURE

- American Fiction
  - divided by time period
- American Literature
  - --Bibliography
  - --History and Criticism
  - also divided by time period
- American Poetry
  - divided by time period
- Authors, American
- Criticism
- Literature
  - --History and Criticism

LITERARY HISTORIES PROVIDE BACKGROUND INFORMATION

Literary histories usually cover a particular literature and a particular time period. They are helpful when you need background information on a period or a literary movement. Bibliographies for further research are usually appended.

REF. PR 83 B3 1967e	Baugh, Albert C., *et al.*, ed. *A Literary History of England*. New York: Appleton-Century-Crofts, 1948. A standard in the field. Covers English literature up to World War II. Contains four books: Book I covers the Middle Ages; Book II the Renaissance; Book III the Restoration and Eighteenth

ENGLISH AND AMERICAN LITERATURE SOURCES

This Library Use Guide lists some of Auraria Library's major resources in the study of American and English literature. The materials described here are only a few of the many available. For others, check the Online Public Access Catalog (PAC) under suggested subject headings/topics below, or browse the shelves, both in the Reference area and in the general collection upstairs, for books with similar call numbers.

TO IDENTIFY BOOKS AND MANY OTHER MATERIALS, USE THE PUBLIC ACCESS CATALOG (PAC)

By using PAC, books and other materials (except periodical articles) can be identified on your topic. It's a very easy system to use, and basically it asks the user to type in either words (for a WORD search) or names (for a NAME search). Words can be topics/subjects or titles. Names can be personal, such as names of American or British authors, or they can be names of organizations, such as the Modern Language Association. NAME searches will identify materials by as well as about the individuals or organizations typed into the system.

In the PAC system, entering the words LITERATURE ENGLISH (a quicker approach than ENGLISH LITERATURE) yields over 3,200 entries, and LITERATURE AMERICAN produces over 2,400 entries. Likewise, FICTION ENGLISH AND FICTION AMERICAN each produces over 850 entires. To trim these large numbers to a more manageable size, it's best to add additional words to the WORD search, such as:

LITERATURE AMERICAN 19th CENTURY or
FICTION ENGLISH 18th CENTURY (or other time periods)

A sampling of possible words is shown below. Complete lists are available in the Library of Congress Subject Headings volumes, which are the red books near the Online PAC terminals.

To look up criticism of a particular author, first do a NAME search by entering the author's name. Then, if the computer asks you to ADD other words, type in CRITICISM INTERPRETATION. This combination--the author's name plus CRITICISM INTERPRETATION--identifies works of criticism on the particular author.

Ask at the Reference Desk for the Library Use Guide "PAC Facts" for more infortion about this computer system.

ENGINEERING

Engineering is the application of scientific and mathematical principles to practical ends, such as design, construction, and operation of efficient and economical structures, equipment, and systems. This guide lists some of the library sources useful for research in the area of general engineering, as well as specialized resources in industrial, electrical and civil engineering. Sources listed are available at Auraria Library, with the exception of some related to costs in the engineering field, which will be found at the Architecture and Planning Library, a branch of Auraria Library located directly across Speer in the CU-Denver Administration Building (fourth floor).

LOCATING ENGINEERING MATERIALS

Many books and reference materials may be found in the call number areas listed below. It is a good idea to browse the reference collection on the first floor, and the circulating collection on the second floor in the call number areas which are pertinent to your research:

TA 1-2040	Engineering
TP 155-156	Chemical Engineering
TK 1-9971	Electrical Engineering
TD 1-949	Environmental Technology
TC 1-1665	Hydraulic Engineering
T 55.4-60.8	Industrial Engineering
TJ 1-1570	Mechanical Engineering
TN 1-997	Mining Engineering

CARL COMPUTER SYSTEM

A wide variety of materials on engineering--books, reference sources, reports, journal articles, media and many government documents--may be found by using the CARL (Colorado Alliance of Research Libraries) system. These materials range from the introductory to the highly technical.

Use a **<N>AME** search to look for works by a particular author, remembering that an author may be an institution (example: IEEE or ASME) as well as a person. If you want to know whether Auraria Library owns a particular book or periodical, **<B>ROWSE** by title.

Many basic reference books may be found by using a <W>ORD search; use key words that describe the subject that interests you (example: STRUCTURAL ENGINEERING OR ENVIRONMENTAL ENGINEERING). By consulting the Library of Congress Subject Headings books located in the index section or near the Reference Desk, you can find terms that will help you either broaden or narrow your particular search.

For more information about using the CARL system, ask at the Reference Desk for the Library Use Guide called "CARL System Introduction."

REFERENCE RESOURCES

GENERAL ENGINEERING

REF TA 401 A653	*Annual Book of ASTM Standards*. Philadelphia: ASTM, 1990. A comprehensive listing of formally approved *ASTM* standard and tentative test methods, definitions, recommended practices, classifications and specifications.
REF TA 9 M35	*Dictionary of Engineering*. New York: McGraw-Hill, 1984. A listing of 16,000 terms fundamental to understanding the basic principles of engineering.
REF T 15 S53	*A History of Technology*. 8 volumes. Oxford: Clarendon Press, 1954-1978. A chronological history of technology from "earliest times" up through the 1950's. Contains good bibliographies to refer to for further research.
REF TA 9 M36	*McGraw-Hill Encyclopedia of Engineering*. New York: McGraw-Hill, 1984. An interdisciplinary work designed to provide information on ten major branches of engineering.
REF Q 121 M29	*McGraw-Hill Encyclopedia of Science and Technology*. 20 volumes. New York: McGraw-Hill, 1987. A good place to begin your research. Contains useful introductory articles and bibliographies on subjects in science and technology.
REF TA 139 E37	*Who's Who in Engineering*. New York: Engineers Joint Council, 1988. Gives biographical data on engineers in the United States. Also has a section on American and Canadian engineering societies.

PERIODICAL INDEXES AND ABSTRACTS

Periodical indexes and abstracts provide a subject approach (and sometimes an author and title approach) to periodicals and other research in your field of study. While most indexes list only citations to articles in your discipline, abstracts go one step further and list books as well as articles. Abstracts also provide a brief summary of each article or book.

INDEX TA 145 A6	*Applied Science and Technology Index*. New York: H.W. Wilson, 1928-1931, 1944- . Subject index to English language periodicals in engineering and the scientific applications of the pure sciences. Start with this index if you are beginning your literature search, because it's the easiest to use. This index does not contain abstracts. The library has many of the journals indexed.
INDEX TA 145 E5	*Engineering Index*. New York: Engineering Information, 1892- . This is the primary index to engineering literature in journals, symposium papers, patents, and books. Each citation has an abstract. Available online as **COMPENDEX**.
INDEX T 45 G782	*Government Reports Announcements and Index*. Springfield VA: National Technical Information Service, 1971- . This is an index to government funded research and technical reports. It is in two sections, the abstracts of the reports and the index. Available online as **NTIS**.
INDEX Q 179.9 S4	*Science Citation Index*. Philadelphia: Institute for Scientific Information, 1964- . An international interdiscriplinary index to the literature of science, medicine, agriculture, and technology. SCI indexes current publications in over 3,800 journals and monographic series, with many relating to research in engineering.

BIBLIOGRAPHIES

REF Q 158.5 Z9 C35	*Scientific and Technical Information Sources*. Second edition. Cambridge: MIT Press, 1987. A listing of research in the fields of science and engineering.

HANDBOOKS

REF TP 151 P45	*Chemical Engineers' Handbook*. New York: McGraw-Hill, 1984. Standard handbook for chemical engineering.
REF QD 65 H3	*CRC Handbook of Chemistry and Physics*. Boca Raton FL: CRC Press, 1990-91. A compilation of basic data and physical properties in chemistry and physics.
REF TA 151 C2	*CRC Handbook of Tables for Applied Engineering Science*. Cleveland: CRC Press, 1973. General handbook for all of the engineering sciences.
REF QA 47 M315	*CRC Handbook to Tables for Mathematics*. Cleveland: CRC Press, 1975. Comprehensive collection of mathematical tables and formulas.
REF TA 151 P645	*Engineering Manual*. New York: McGraw-Hill, 1976. A practical reference to design methods and data in building systems, chemical, civil, electrical, mechanical, and environmental engineering, and energy conversion.
REF T 56.23 H36	*Handbook of Industrial Engineering*. New York: Wiley, 1982. Includes tables, graphs and formulas pertaining to the application and use of industrial engineering methodologies.
REF TJ 151 M37	*Marks' Standard Handbook for Mechanical Engineers*. New York: McGraw-Hill, 1987. Basic reference source for mechanical engineering.
REF TK 151 S8	*Standard Handbook for Electrical Engineers*. New York: McGraw-Hill, 1986. Comprehensive reference source for electrical engineering.

REF TA 151 S8	*Standard Handbook for Civil Engineers.* New York: McGraw-Hill, 1983. Comprehensive reference source for civil engineering.

COMPUTER ASSISTED RESEARCH (CAR)

In addition to the printed indexes available at the Auraria Library, there are also a number of databases that can be searched by computer. Databases such as **COMPENDEX, INSPEC,** and **NTIS**, which cover many areas in engineering, are available online.

For more information on these and related online databases, see the Library Use Guide "Computer-Assisted Research," or ask a librarian at the Reference Desk.

DT:7/91

FILM STUDY RESOURCES

There are three basic ways to identify film study materials in the Auraria Library: 1) The Public Access Catalog (PAC), 2) indexes and periodicals, and 3) the Media Distribution area in the southeast corner of the first floor. All book materials are cataloged and may be located by searching the computer catalog (PAC) on the first floor of the Library. In addition, films and videotaps are listed in PAC and in the departmental catalog of the Media Distribution area. Use the following checklist for access to types of film study materials:

TYPE	ACCESS	LOCATION OF MATERIALS
Periodicals	"Auraria Library Periodicals List"	Current year issues are behind the Periodicals/Microforms counter on the main floor
Periodical Articles	Film Literature Index. Index PN 1993 F45	Periodicals are located on the first floor of the Library near the Indexes
Books	PAC	Main stacks on second floor (call letter PN)
Reference Sources	PAC	Reference collection on first floor (call letter PN)
Films and Videotapes	PAC	Media Distribution area on first floor, southeast corner

For assistance with film study resources, please go to the Reference Desk on the main floor or contact Robert Wick, Room (556-2436)

PUBLIC ACCESS CATALOG (PAC)

The following subject headings may be used in the PAC terminals to find materials on film study.

Film Study
Film Study Teaching
Film Criticism
Film History
Motion Pictures
Moving Pitures
Motion Picture Actors Actresses
Motion Picture Actors Actresses
Motion Picture Study
Motion Picture Authorship
Motion Picture Audiences
Moving Picture Audiences

Additional subject headings can be found by consulting the Library of Congress Subject Heading books located directly across from the PAC terminals. Begin by looking under "motion pictures."

PERIODICAL INDEXES

Periodical indexes are located on the low index tables near the Reference Desk. The following sources will aid you in locating articles on film study.

Index PN 1993 F45	Film Literature Index. (F.L.I.) Albany, NY: Filmdex Inc., V.1- , 1973- . This is an international author/subject index to literature on the film. It has over 1000 subject headings, indexes over 200 periodicals, and stays away from purely popular journals. It does include journals such as Sight & Sound and Film Study and includes both foreign and U.S. films. Be sure to read the instruction in the front of the index.
Index ML 118 G8	Guide to the Performing Arts. Metuchen, NJ: Scarecrow Press, 1972. (Library has 1957, 1959-1968). This index covers about 40 publications concerning music, of which a number include film.
Index ML 118 M84	The Music Index. Detroit: Information Coordinators, Inc., 1949- . (Library has 1966- .) This is the major index for music sources, but also includes a number of film study headings.

DICTIONARIES AND ENCYCLOPEDIAS

The following sources contain definitions and short articles on film study.

Ref. TR 847 B43 1983	Beaver, Frank E. Dictionary of Film Terms. New York: McGraw-Hill, 1983. This little dictionary consists primarily of alphabetically arranged definitions of techniques, concepts, genres, and styles related to cinematic expression. Definitions tend to be short but are generally well done. This dictionary also contains an outline of film history and an index.
Ref. PN 1993.45 C5	Cinema: a Critical Dictionary: the Major Film-Makers. New York: Viking Press, 1980. As a series of short articles on all aspects of film directors, this work is not actually a dictionary. Each short article has a list of sources for further study at the end.
Ref. PN 1995.9 M86 G7	Green, Stanley. Encyclopedia of the Musical Film. New York: Oxford University Press, 1981. This short encyclopedia contains brief entries covering all aspects of musicals. Sections include alphabetically arranged entries (main section), Motion Picture Academy nominations and awards, biographies, title changes, and a discography. While most entries are short, the work does include useful information as a quick reference.

Ref. PN 1993.45 O34 1983

Oakey, Virginia. Dictionary of Film & Television Terms. New York: Barnes and Noble, 1983.
As a basic dictionary of film and television terms, this work is valuable for quick reference. Entries are brief but informative.

GUIDES AND HANDBOOKS

The following works provide information about films, filmmakers, film education, contests, etc.

Ref. PN 1993.8 U5 A45 1980

American Film Institute. The American Film Institute Guide to College Courses in Film and Television. Princeton, NJ: Peterson's Guide, 1980.
This work provides a complete listing of colleges and universities that offer degrees in film production and study. Each listing gives complete details of the course of study and lists the faculty. In addition, there is a list of books on careers in the film industry and an index. A good source for finding career information.

Ref. PN 1993.45 A75

Armour, Robert A. Film, a Reference Guide. Westport, CT: Greenwood Press, 1980.
A handy introduction to film studies, this work includes sections on the history of film, film production, film criticism, major actors, major directors, major films, etc. Also included are good bibliographies and lists of works. The book was designed to be used as a text for film courses.

Ref. PN 1994 B38

Beattie, Elenor. A Handbook of Canadian Film. Montreal, Canada: Peter Martin Association, 1973.
Now somewhat older, this book is still a valuable listing of Canadian made films. The listings include both feature and educational films. Also, an index of films is located in the back.

Ref. PN 1995.9 H6 F67 1982

Frank, Alan G. The Horror Film Handbook. Totowa, NJ: Barnes and Noble, 1982.
This work is devoted solely to the horror film genre. Sections include "films," "people," "themes," and "alternative titles." Each entry contains date, title, director, cast, and a short description of the plot. Also included is a list of alternative titles for films that have either been re-released or have had a title change.

Ref. PN 1995.9 S26 F73 1982	Frank, Alan G. The Science Fiction and Fantasy Film Handbook. Totowa, NJ: Barnes and Noble, 1982. This work is a dictionary arrangement of all kinds of information on science fiction films, including the films, actors, themes, and alternative titles. The work is heavily illustrated and has an index at the end which covers producers, directors, writers, cinematographers, editors, etc. Generally a useful book.
Ref. PN 1993.4 G3 1980	Gadney, Alan. Gadney's Guide to 1800 International Contests & Grants in Film & Video... Glendale, CA: Festival Publications, 1980. A listing of over 1800 events including film, video/TV-radio, photography, writing/print journals, etc. Each listing includes name of event, month/season, entrant restrictions, and media division and sub-category. Also includes several indexes in the back to help locate events by categories.
Ref. PN 1993.45 H27 1983	Halliwell, Leslie. Halliwell's Film Guide. 4th ed. New York: Scribner, 1983. This book is a dictionary arrangement of over 5000 titles. Entries include date, title, country of origin, length, major actors, studio, director, and a very short description of the content. Some entries also include a brief criticism, generally from a review. TV movies are also included but usually have less information. Outstanding films for various reasons are marked with a star beside the title.
Ref. PN 1993.45 S75	Steinberg, Cobbett. Film Facts. New York: Facts on File, 1980. Film Facts is one of the most complete sources for purely factual data concerning motion pictures. Contents include The Marketplace, The Stars, The Studios, The Festivals, The "Ten Best" Lists, The Awards, and Codes and Regulations. Each section begins with a short narrative explaining the information. Also included are the British Academy Award winners and a section comparing awards in general.
Ref. PN 1993.5 U6 W47 1983	Leonard Martin, ed. Whole Film Sourcebook. New York: Universe Books, 1983. A general sourcebook for the study of film, the work includes sections on careers, film study in American colleges, grants and loans, film unions and guilds, access to films, film archives, film festivals, and research and publications. A very useful source for general information on films.

FILM STUDY PERIODICALS

The following periodicals are available at the Auraria Library Periodicals/ Microforms Counter. These and other magazines will aid your study of the film. For additional help in locating other film study periodicals in the Denver area, ask at the Reference Counter.

Period. PN 1993 F4	Film. London: British Federation of Film Societies, No. 45- . 1977- . This is a 12 page newsletter of interest primarily to film societies. Issues contain short, to-the-point news and feature articles concentrating on film study in Great Britian. Indexed in: F.L.I.
Period. PN 1993 F543	Film Comment. New York: Film Society of Lincoln Center, 1972- v. 9- . An excellent general-interest film magazine containing well-written articles by prominent critics. Although most articles are concerned with U.S. films, each issue has a section devoted to foreign films, and a section devoted to television. The unique style of this magazine, enhanced by various photos, lends itself to academic as well as popular studies of the film. Published bi-monthly. Indexed in Readers' Guide and Humanities Index.
Period. PN 1993 F44	Film Culture. New York: Film Culture, 1971- . No. 51- . This journal is one of the few which gives serious coverage to experimental and avantgarde films. Articles include lectures, interviews with film-markers, essays, critiques, and news of film festivals. Issues are published irregularly. Indexed in Art News.
Period. LB 1043 F55	Film News. New York: Film News Co., v. 119- . 1980- . This 50 to 60 page magazine is an excellence source of information on 16mm films, filmstrips, media equipment, and educational television series. There is generally good coverage of series such as The Adams Chronicles and The American Short Story. Also includes long, signed reviews like those found in Landers Film Review. Continued by Film and Video News. Published quarterly. Indexed in: F.L.I.
Period. PN 1993 F54	Film Quarterly. Berkeley, CA: University of California Press, 1968-69- . v. 22- . Begun in 1945 and called Hollywood Quarterly, this journal is focused on the social and cultural aspects of film and radio. Each issue contains five or six features on various aspects of film. The writing is authoritative and scholarly; the journal is mainly of interest to academic audiences. Also includes book reviews on film study. Indexed in: F.L.I.

Period. PN 1993 F64732	Films in Review. New York: National Review of Motion Pictures. v. 3- . 1954- . A general magazine of interest to all film buffs, each issue contains about five articles dealing with various subjects and about ten film reviews. There is a heavy emphasis on career articles. Separate sections cover 16mm and 8mm articles. Indexed in: Art Index.
Period. PN 1993 J66	JPF & T, The Journal of Popular Film & Television. Bowling Green, OH: Culture Center, 1978- . This journal presents articles on all aspects of commercial cinema and television. Subjects include stars, directors, networks, genres, series, the audiences, etc. The writing is clear and intelligent. Excellent filmographics and bibliographies on popular film topics such as western, war movies, and cable television are regularly featured. Published quarterly. Indexed in: F.L.I.
Period. PN 1993 S35	Screen. London: The Society for Education in Film and Television, v. 19 no. 2- . 1978- . This journal is the U.S. version of Screen Education which is published in England. Each issue contains five to nine articles on aesthetics, film theory, and film education. Television is less emphasized than film. Articles are well researched and well documented. Some of the topics include feminism, pornography, etc. Each issue has several indepth reviews. Indexed in: F.L.I.
Period. LB 1044 Z9 S54	Sightlines New York: Educational Film Library Assoc., 1976/77- . v. 13- . This journal was formed by the merger of the EFFLA Bulletin, Filmlist, and Film Review Digest, and is directed toward libraries, schools and colleges, and concerns 16mm films. Articles are on film and video programs, reports of festivals, awards, and EFFLA news. Indexed in: F.L.I.

FILM REVIEW SOURCES

Most film reviews are originally published in newspapers and magazines and are, of course, available in back issues of these publications. But for convenience many of these original reviews are collected and published in various sources. The following works are collections of motion picture reviews.

Ref. PN 1995 A43	Amberg, George. The New York Times Film Reviews: a One-Volume Selection, 1913-1917... New York: Arno Press, 1970. Chosen from the seven-volume set, this shorter work includes six original essays by Amberg in addition to the film reviews. Most reviews are of the more popular films reviewed by 1913 and 1970. Reviews are reproduced exactly as they appeared in the New York Times. Short essays by George Amberg introduce each section.

Ref.
Z5784
M9
B64

Bowles, Stephen E. Index to Critical Film Reviews in British and American Film Periodicals, Together with: Index to Critical Reviews of Books About Film. New York: B. Franklin, 1974.
This three-volume work is a reprint and combination of two complete works by the author. While the title suggests that all films are included, it is actually a selected list. Even though only thirty periodicals are indexed in the Index to Critical Film Reviews, it continues to be a valuable source.

Ref.
PN
1995
L27

Landers Film Reviews. Los Angeles: Landers Associates, 1956- .
Originally called Bertha Landers Film Reviews, this quarterly guide provides information on educational films. Information includes production credits, publication year, length, format, cast, and a review. Generally reviews are non-critical in nature.

Ref.
PN
1994
N39
1974

The New York Times Directory of the Film. New York: Arno Press, 1974.
A complete listing of the film reviews done in the New York Times newspaper between 1913 and 1974. Although the reviews themselves are not given in the source, the day, page, column where the reviews can be found are listed. It also contains both a personal name index and a general index.

Ref.
PN
1995
N4
1913-68

The New York Times Film Reviews. 6 vols. New York: The New York Times, 1971.
This set reprints all of the film reviews published between the years 1913 and 1968. Also included are the listings of the "ten best" films as picked by the Times each year, and listings of both the Academy Awards and the New York Film Critics Circle Awards. In addition, each volume has a portrait gallery of film personalities. A valuable source.

Ref.
PN
1993
P46

Mannell, Roger. Penguin Film Review: Reprint with Introduction and Index. Totowa, NJ: Rowman and Littlefield, 1978.
This little book contains reviews of a short period: 1946-49 (the golden age of film). Entries are short but informative.

Ref.
PN
1995
V34
1983

Variety Film Reviews. Vol. 1-16. New York: Garland Publishing, Inc., 1983.
A major source for film reviews, all reviews are complete and comprehensive reproductions of the original reviews printed in Variety. (Variety began reviewing films in 1907, but was discontinued between 1908-1910.) From 1923 on most major films were reviewed. They are listed by date of review. Print is so small as to be a problem for some readers.

FILM BIOGRAPHIES

The following works will provide biographical information on film personalities. Biographical sources either provide short biographies or list other works where comlete biographical information can be located.

Ref. PN 1998 A2 I48 1983	Lloyd, Ann, and Graham Fuller, eds. The Illustrated Who's Who of the Cinema. New York: Macmillan, 1983. This work is highly selective and concentrates on motion picture personalities of the 20's and 30's. Entries are short, but most have well-reproduced illustrations and are informative.
Ref. PN 1583 M37 1982	McNeil, Barbara. Performing Arts Biography Master Index... 2nd ed. Detroit: Gale Research Co., 1982. This work is the second edition of Theatre, Film and Television Biographies Master Index (Gale 1979) and includes more than 270,000 citations to over 100 biographical references. Because of its thoroughness, this work is valuable for tracing biographiphical information to hard-to-find books and journals. Each citation gives the person's name followed by birth and death dates, source, and an indication of illustrations. There is a list of publication codes in the front.
Ref. PN 1998 A2 T55 1981	Thomson, David. The Biographical Dictionary of Film. New York: Morrow, 1981. A basic dictionary of film personality biographies. Entries are relatively long and contain all relevant information. A good source for quick information. No critical information is provided.

FILM STUDY BIBLIOGRAPHY

The works listed below are a small representaion of the film study bibliographies available at the Auraria Library. Many additional bibliographies can be accessed by using the subject heading "film bibliography" in PAC. Also, more specific bibliographies may be found by using a more specific term plus the term "bibliography," e.g., "motion picture directors bibliography."

Ref. Z5784 M9 A7 1982	Archer, Stephen M. American Actors and Actresses: Guide to Information Sources. Detroit: Gale Research, 1982. A complete bibliography listing works on the entertainment industry in general, biographies of actors and actresses, and many additional works. Most entries are annotated with a brief explanation of the work. In addition there are three indexes at the end: subject, author, and title.

Ref. PN 1995.9 A9 A8

Austin, Bruce A. The Film Audience: an International Bibliography of Research with Annotations and an Essay. Metuchen, NJ: Scarecrow Press, 1983.
This work is an annotated bibliography of film audience research. Entries provide full documentation and short annotations. (A few entries are not annotated.)

Ref. Z5784 M9 E44

Ellis, Jack C. The Film Book Bibliography 1940-1975. Metuchen, NJ: Scarecrow Press, 1979.
This bibliography is a subject-organized listing of books published in English between 1940 and 1975. The body of film literature is divided into 10 major categories: 1) reference, 2) film and technology, 3) film history, 4) film industry, 5) film classification, 6) biography, 7) individual films, 8) film and society... Citations are not annotated.

Ref. PN 1994 M58

Monaco, James. Books about Film: a Bibliographical Checklist. 3rd ed. New York: New York Zacotrope, 1976.
This little volume (only 48 pages) lists valuable works for film study. Subjects are broken down in great detail and only the best works (in the author's opinion) in each area are listed. Each section has a brief introduction and there are some short annotations. A very good starting place for film study bibliography.

Ref. PN 1993.5 A1 R4

Rehrouer, George. The Macmillan Film Bibliography. New York: Macmillian, 1982- .
As a method of locating books on film by subject, this several volume work is very valuable. It provides access by author, script, and, of course, subject. Control numbers are used and full documentation and annotation is provided in volume 1. Annotations are generally very readable and provide useful information.

Ref. PN 1995 S426 1982

Slide, Anthony, ed. Selected Film Criticism. 4 vols. Metuchen, NJ: Scarecrow Press, 1982-83.
These volumes contain listings of major films, but offer mainly critical information. Only title, producer and date are given in addition to the criticism. Reviews are selected from various magazines and books and reproduced here. Full documentation is provided. This is a valuable source.

Ref. PN 1995.3 W37

Welch, Jeffrey E. Literature and Film: an Annotated Bibliography, 1900-1977. New York: Garland Press, 1981.
This bibliography covers over 75 years of film literature and can be a valuable source. Annotations vary in length but tend to be informative.

COMPUTER-ASSISTED RESEARCH (CAR)

The Computer-Assisted Research (CAR) service at the Auraria Library provides computer literature searching for a reasonable cost. CAR can be used to save many hours of manual searching through paper indexes and abstracts. At the present time only one database is available which deals solely with motion picture arts: Magill's Survey of Cinema.

Magill's includes information about both English-language and non-English-language films and updates its information every two weeks. Records begin in 1902 and now number over 2,000. Each full-text record includes film titles, release date, country of origin, cast and credit listings, running time, video availability, Motion Picture Academy rating, an abstract containing a brief plot summary, full-text critical essays, citations to reviews of note, nominees and recipients of significant awards, and qualitative ratings.

For more information concerning online database searching in film study, please contact the CAR office (556-2624), or the Reference Desk on the first floor of the Library.

bw: 10/90
p98

FOREIGN LANGUAGE AND LITERATURE MATERIAL: WHERE TO LOCATE IT

Following is a sketch outline of the Library of Congress classification scheme for materials in foreign languages and literatures. It indicates in what call number ranges materials in and about various languages are classed.

All foreign languages and literature material is in the "P" classification range. The first section, classes from PB through PH, contains materials about the language itself: history of the language, structure, linguistics. Here you will find grammar books and text books designed to teach a language. The latter part of the "P" class, PG through PT, contains works of literature: poetry, drama, fiction.

This outline lists all major foreign language categories in the Library of Congress classification system. However, only selected individual languages are listed under each major grouping. These are either languages in which the Auraria Library has substantial holdings, such as French or German, or languages of particular interest, such as Yiddish under the heading "West and North Semitic Languages." Other, less frequently requested languages, are not separately noted on this guide. To locate them, go to the shelf under the call number for the major category (e.g., to find materials on Polish language and literature, find the general call number for Slavic languages), or enter the name of the language into the CARL (Colorado Alliance of Research Libraries) computer system.

In some cases, the Auraria Library has very few materials in a particular language. However, you can use this outline to locate foreign language materials in other libraries using the Library of Congress system, as the same numbering would apply.

TRANSLATIONS

Both materials written in the original language and those translated from that language into English are shelved in the same call number area. For instance, books by Goethe in the original German are found in the book stacks under call number PT1891 through PT2107. Translations of his works follow the original works, in call number PT2016 through PT2039.

Conversely, books written in English by an American author and translated into another language are shelved in American literature in the PS class, right next to the original work in English.

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FORMATS

Remember that the call number refers to a subject (in this case a foreign language), not a form of material. Material on one subject, no matter what the format, would have the same general call number. You can therefore check under the same call number in all departments of the Library for materials. For example, both books and periodicals in French are classified in the "PQ" range, and are located respectively in the book stacks and the periodical stacks. French periodicals on microfilm are also under PQ, and are located in the microfilm cabinets in the Periodicals/Microforms department.

LANGUAGES AND LITERATURES

LANGUAGES

PB	**Modern languages. Celtic languages**	
	1001-3029	Celtic languages and literature
	1201-1449	Irish
	1501-1709	Gailic (Scottish Gaelic, Erse)
	2001-3029	Brittanic group
	2101-2499	Welsh, Cymric
	2501-2621	Cornish
PC	**Romanic**	
	1001-1977	Italian
	2001-3761	French
	4001-4977	Spanish
	5001-5491	Portuguese
PD	**Germanic**	
	1501-5929	North Germanic, Scandinavian
	2501-2599	Norwegian
	3001-3929	Danish
	5001-5929	Swedish
PE		
	1-3729	English
PF		
	3001-5999	German
PG		
	1-9678	Slavic
	2001-2850	Russian
	3801-3998	Ukranian
	6001-7498	Polish
PH		
	1-5940	Finno-Ugrian and Basque
	101-1109	Finnish languages and dialects
	1201-3718	Ugrian languages
	5001-5940	Basque

LITERATURES

RUSSIAN LITERATURES

PG		
	2900-3155	History and criticism
	3200-3299	Collections
	3230-3238	Poetry
	3240-3255	Drama
	3260-3299	Prose
		Individual authors and works
	3300-3308	Early to 1700
	3310-3319	18th century
	3320-3447	1800-1870
	3450-3470	1870-1917
	3455-3458	*Chekhov
	3462-3465	*Gorky
	3475-3476	1917-

ORIENTAL PHILOLOGY AND LITERATURE

PJ		
	3001-9278	Semitic philology
	4101-5809	West and North Semitic languages
	4501-4855	Hebrew
	4881-5041	Mishnaic Hebrew
	5111-5192	Yiddish
	5201-5329	Aramaic
	6001-9278	South Semitic languages
	6001-7824	Arabic
PK		
	1-9178	Indo-Iranian philology and literature
	101-185	Indo-Aryan languages
	401-969	Sanskrit
	2901-5471	Indo-Aryan literature
	3591-4485	Sanskrit
	5401-5471	Modern Indo-Aryan literature
	6001-6539	Iranian philology and literature
	6141-6199	Pahlavi
	6201-6539	New Persian

PL		
	1-8844	Languages of Eastern Asia, Africa, Oceania
	490-4961	Far Eastern languages and Literature
	501-898	Japanese
	901-988	Korean
	1001-3299	Chinese
		Indo-Chinese languages
	3551-4001	Tibeto-Burman
	4301-4351	Mon-Khmer languages
		Oceanic languages
	5001-613	Malayo-Polynesian, Papuan, Australian
	8000-8844	African languages
PM		Hyperborean, American, Artificial languages
	3001-4566	Mexico and Central America
	5001-7356	West Indies and South America
	7891	Pidgeon English
	8000-8995	Artificial languages

FRENCH LITERATURE

PQ		
	1-841	History and Criticism
	1101-1297	Collections
	1300-1391	Old French literature (to ca. 1500/50)
		Modern literature
		Individual authors
	1600-1709	16th century
	1710-1935	17th century
	1947-2147	18th century
	2149-2551	19th century
	2600-2651	20th century
	3801-3999	Provincial, local, colonial, etc.

ITALIAN LITERATURE

PQ		
	4001-4199	History aand Criticism
	4091-4131	Poetry
	4133-4160	Drama
	4161-4185	Prose
	4201-4263	Collections
	4207-4225	Poetry
	4227-4245	Drama
	4247-4263	Prose
	4265-4556	Individual authors and works to 1400
	4266-4297	Boccaccio
	4300-4464	Dante
	4475-4550	Petrarca
	4561-4664	Individual authors, 1400-1700
	4675-4734	Individual authors, 1701-1900
	4800-4851	Individual authors of 20th century
	5901-5991	Provincial, local, colonial, etc.

SPANISH LITERATURE

PQ		
	6001-6167	History and Criticism
	6076-6098	Poetry
	6099-6129	Drama
	6131-6153	Prose
	6171-6264	Collections
	6175-6215	Poetry
	6217-6239	Drama
	6247-6269	Prose
	6265-6269	Translations
		Individual authors and works of Spain
	6271-6498	To 1700
	6322-6361	Cervantes
	6500-6576	1700-1868
	6600-6647	1868-
	7000-8921	Provincial, local, colonial, etc.
	7081-8560	Spanish America

PORTUGUESE LITERATURE

PQ		
	9001-9128	History and criticism
	9131-9187	Collections
	9191-9260	Individual authors and works to 1700
	9261	Individual authors, 1701-
	9400-9991	Provincial, local, colonial, etc.

GERMAN LITERATURE

PT		
	1-877	History and criticism
	500-597	Poetry
	605-709	Drama
	711-877	Prose
	1100-1360	Collections
	1151-1241	Poetry
	1251-1299	Drama
	1301-1360	Prose
	1371-1374	Early to 1500. Old and Middle High German
	1375-1485	Middle High German.
	1050-1450/1500	Individual authors and works
	1501-1695	1050-1450/1500
	1701-1797	1500-1700
	1799-2592	1700-1860/70
	1891-2239	Goethe
	2600-2653	1860/70-
	3801-3971	Provincial, local, colonial, etc.
	4801-4899	Low German literature

DUTCH LITERATURE

PT		
	5001-5295	History and Criticism
	5400-5547	Collections
		Individual authors or works
	5555-5595	Medieval
	5600-5739	16th-18th centuries
	5800-5880	19th-20th centuries
	5885-5886	Translations into Dutch of modern fiction, etc.
	5901-5980	Provincial, local, colonial, etc.

ADDITIONAL FOREIGN LANGUAGE LITERATURE CLASSIFICATIONS

PT 6000-6471	FLEMISH LITERATURE SINCE 1830
PT 6500-6590	AFRIKAANS LITERATURE
PT 7001-7099	SCANDINAVIAN LITERATURE
PT 7101-7338	OLD ICELANDIC AND OLD NORWEGIAN
PT 7351-7550	MODERN ICELANDIC
PT 7581-7599	FOROESE
PT 7601-8260	DANISH
PT 8301-9155	NORWEGIAN
PT 9201-9999	SWEDISH

TL:7/91

FRENCH LITERATURE: MAJOR SOURCES AT AURARIA LIBRARY

Listed on this Library Use Guide are some of Auraria Library's major resources for the study of French literature. The materials described here are only a few of the many available. To locate others, check the CARL computer catalog system - under the subject headings or topics suggested below, or browse the shelves, both in the Reference area and in the general book collection, for books with call numbers similar to those listed on this Guide.

USING THE ONLINE CATALOG - CARL

By using the CARL system, you can identify books and other materials on your topic. More than 80 different databases are now available on the CARL system, so your first choice is to select a database to search. If you are interested in finding out what books the Auraria Library has on your topic, select the **Auraria** database. The CARL system then asks the user to type in either words (for a WORD search) describing the desired subject, or names (for a NAME search). WORDS can be words from the title or topics/subjects. NAMEs can be personal names, such as names of French authors, or they can be names of groups, such as the Modern Language Association.

A sampling of possible words to enter into the CARL system to locate materials on French literature is shown below. Complete lists are available in the Library of Congress Subject Headings volumes, which are the red books located near the CARL terminals.

French literature
French drama
French poetry
French prose fiction

Art France
Music France
Painting France
Architecture French

Sometimes entering such a term as French literature results in too many entries to be helpful. In such cases, you should add another word to your search, perhaps a time designation such as 19th Century or 20th Century, or a descriptive word such as Criticism.

Remember that you can also enter the NAME of an author or the WORDS of a title of a particular work.

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GENERAL ENCYCLOPEDIAS

Encyclopedias contain articles on many subjects. They are often useful to obtain background or general information on a subject, before going on to more detailed research.

REF AE 25 G69	*La Grande Encyclopedie*. Paris: Librarie Larousse, 1971. Twenty volumes plus one supplement, with index, containing some 8,000 articles. In French.

LANGUAGE DICTIONARIES

The Auraria Library has many dictionaries of the French language. Most are shelved together in the Reference section. A few are listed below.

REF PC 2625 B42 1959A	*Petit Littre: Dictionnaire de la Langue Francaise*. Paris: Gallimand et Hachette, 1959.
REF PC 2640 C3 1973	*The New Cassell's French Dictionary. French-English. English-French*. New York: Funk and Wagnall's, 1973.
REF PC 2640 C54 1980	*The Concise Oxford French Dictionary. French-English. English-French*. Second Edition. London: Oxford University Press, 1980.
REF PC 2640 H27 1990	Forbes, Patricia, and Muriel Holland Smith, eds. *Harrap's Concise French and English Dictionary*. Revised and edited by Helen Knox. New York: Prentice Hall, 1990.
REF PC 2640 H34 1987	Collin, Peter, ed. *Harrap's New College French and English Dictionary*. Lincolnwood, IL: National Textbook Co., 1987.

REF PC 2640 L32 1979	Dubois, Marguerite. *Modern French-English Dictionary.* Paris: Librarie Larousse, 1979.

LITERARY HISTORIES, ENCYCLOPEDIAS, DICTIONARIES, AND HANDBOOKS

These all purpose books define literary terms, identify fictional characters and places, and give biographical information on authors. They are valuable as sources of quick information. All are in the Reference section.

REF PN 41 E6	Smith, Horatio, ed. *Columbia Dictionary of Modern European Literature.* New York: Columbia University Press, 1967. This dictionary gives information on national literatures, authors, literary terms, and influences. The authors included are from the late 19th and 20th centuries. Contains some 1,200 articles written by experts in various fields.
REF PN 41 F6	Fowler, Roger, ed. *A Dictionary of Modern Critical Terms.* London: Routledge and Kegan Paul, 1973. Lengthy definitions and analysis of critical terms.
REF PN 501 E9 1983	Jackson, William T.H., and George Stade, eds. *European Writers.* 13 volumes plus index. New York: Scribner's, 1983-1990. This 13 volume set treats European literature exclusive of British literature. It is meant as a companion volume to the sets *British Writers* (8 volumes) and *American Writers* (8 volumes). Most of the articles are on individual authors, although there are some on a literary genre or movement; average length of the articles is 15,000 words. The articles on authors include information on the author's life and works and about the author's place in the larger literary/political/social world. The volumes are arranged chronologically. Volumes 1-2: The Middle Ages and the Renaissance; volumes 3-4: The Age of Reason and the Enlightenment; volumes 5-7: The Romantic Century; volumes 8-13: The 20th Century.

REF
PN
771
C575
1980

Bede, Jean-Albert, and William B. Edgerton, eds. *Columbia Dictionary of Modern European Literature*. New York: Columbia University Press, 1980.

This book was compiled because of the editor's conviction that one national literature can be fruitfully studied only in relation to others. It contains lengthy articles on individual national literatures, written by experts in the field, as well as about 1,800 biographies of authors.

REF
PN
771
E5
1981

Klein, Leonard S., ed. *Encyclopedia of World Literature in the 20th Century*. 4 volumes. New York: Ungar, 1981-1984.

This is a major revision and update of Wolfgang Fleishmann's 1967 two volume *Encyclopedia of World Literature*, which included survey articles on national literatures, literary movements such as Expressionism and Futurism, literary criticism, genres, and authors living in the 20th Century. In addition to revising existing articles, the new editor attempted to make the *Encyclopedia* more international in scope by increasing the coverage of Asian and African literatures and by having separate entries for individual Latin American countries, rather than one entry only for Spanish American literature. Bibliographies for further reference are included with each article.

REF
PN
771
W28
1975

Ward, A. C., ed. *Longman Companion to Twentieth Century Literature*. London: Longman, 1975.

Includes information on authors, literary categories (e.g., drama, essays, poetry), summaries of major literary works, descriptions of literary characters, definitions of literary terms, information on preparation and publishing of manuscripts, and articles on topics such as censorship and copyright. The authors whose biographies are included are for the most part those who lived and worked into the 20th Century. However, if an author's work is usually considered part of the 20th Century tradition, he is included, even if he died before the beginning of the century.

REF
PQ41
D65

Dolbow, Sandra W. *Dictionary of Modern French Literature*. Westport, CT: Greenwood Press, 1986.

This dictionary contains about 300 entries on authors, literary works, and literary movements, covering the time period from the 18th Century through realism. Author entries include information on the author's life, works, importance, philosophy, and relation to the whole of French literature. An entry on an individual work typically contains a synopsis and a discussion of the work's significance. The bibliographies included after many of the entries are of recent critical works, most written between 1980 and 1985.

REF PQ 41 H37	Harvey, Sir Paul, and J. E. Hessletine, eds. *The Oxford Companion to French Literature*. Oxford: Clarendon Press, 1966, c1959. An encyclopedia by Sir Paul Harvey, a major authority in the field. The time period covered is from the beginnings of French literature to World War II. The bulk of its information is on authors, literary works, and literary allusions, but there are also entries on critics, historians, religious writers, philosophers, literary characters, and historical events.
REF PQ 101 A3	Adam, Antoine, et al. *Litterature Francaise*. Paris: Librarie Larousse, 1968. This encyclopedia is written in French. It covers French literature from *La Chanson de Roland* to the present, with emphasis on nineteenth and twentieth century literature. Its arrangement is chronological. A general article introduces each section, followed by more specific articles on works and authors. An index helps to locate individual articles. One bibliography, covering all of French literature and arranged by time period, appears at the end.
REF PQ 119 N48 1989	Hollier Denis, ed. *A New History of French Literature*. Cambridge, MA: Harvard University Press, 1989. *A New History* is a chronological, narrative treatment of French literature, from medieval times through the mid-1980's. The literature of a particular time period is shown in its relation to the larger contemporaneous political, cultural, and social events; and both major authors and works are placed in this larger context. Bibliographies for future reference follow each section.

BIBLIOGRAPHIES

Bibliographies are lists of books and other materials on a particular subject. Sometimes the subject is a narrow one, such as material about an individual author. Bibliographies can also be broad based, encompassing an entire academic field, such as the book listed below by Fernande Bassan, which is a general bibliography on French language and literature.

REF Z 2161 C52	Herstein, Sheila R., ed. *France*. (The World Bibliographical Series). Santa Barbara, CA: ABC Clio Press, 1980. This is a bibliography on more than literary topics; in addition to the section on literature, which covers only six pages, there are sections listing books about the geography of France, religion, history, social and political theory, education, economics, etc. Since only 542 books and articles are included in this bibliography, it is necessarily selective. The editor tried to include only those books and articles which are starting points for the subject treated, general overviews or classic works. All works listed are in English, and most include bibliographies.

REF PQ 103 Z9 C7 1947	Cabeen, D. C., ed. *A Critical Bibliography of French Literature.* Syracuse: Syracuse University Press, 1952. The first volume of this three volume set is titled *The Medieval Period*, the second *The Sixteenth Century*, the third *The Seventeenth Century*. All entries are annotated. In most cases references are given to reviews of the work cited.
REF Z 2175 A2 B38	Bassan, Fernande, et al. *An Annotated Bibliography of French Language and Literature*. New York: Garland, 1977. This bibliography lists books both in English and in French. Very few articles are included. It is arranged in three sections: the first section lists bibliographic tools; the second, materials on the French language; the third, materials on French literature, including literature written in French outside of France.
REF Z 2175 A2 O8	Osburn, Charles B. *Research and Reference Guide to French Studies.* Metuchen NJ; Scarecrow Press, 1968. Supplement, 1972. Both the original volume and the supplement list only basic reference tools: bibliographies, encyclopedias, dictionaries, and reviews of research. Books about an individual author which fall into one of these categories are included.

INDEXES

Most of these indexes list articles in periodicals. Others index separate chapters of books, or material in a particular format, such as *Comprehensive Dissertation Index*, which lists doctoral dissertations. For very recent articles, written from approximately 1988 to the present, you may also use two databases on the CARL system: **UnCover** and **Magazine Index**. For information about using these databases, consult the Library Use Guide **UnCover: Access to Articles through CARL**.

INDEX AI 3 E752	*Essay and General Literature Index*. New York: H. W. Wilson, 1900-. Indexes chapters and parts of books. Arranged by author, title, and subject.
INDEX AI 3 H853	*Humanities Index*. New York: H. W. Wilson, 1974- . Indexes magazines in humanities-related fields. Formed when *Social Sciences and Humanities Index* split into two indexes, *Humanities Index*,and *Social Sciences Index*; the *Humanities Index* has book reviews in the back of each volume.

INDEX H 1 S62	*Social Sciences and Humanities Index*. New York: H. W. Wilson 1907-1974. A forerunner of *Humanities Index*. Covers the same material as *Humanities Index* as well as material in the social sciences.
INDEX P 1 M642	*MLA International Bibliography of Books and Articles in the Modern Languages and Literatures*. NY: Modern Language Association, 1922- . An index to the year's criticism in languages and literatures. Both books and journal articles are indexed, as well as collections and *festschriften*. Book I: English and American Literature; Book II: European, Asian, African, and South American Literatures; Book III: Linguistics; Book IV: General Literature and Related Topics; Book V: Folklore. Each year's volume is arranged by literature and by time period. There are subject and author indexes.
INDEX Z 1035 A1 B66	Tarbert, Gary C., ed. *Book Review Index*. Detroit: Gale, 1965- . Gives citations to book reviews appearing in over 350 journals. Gives citation only, no excerpts from reviews. Arranged by author with a title index.
INDEX Z 1035 A1 I63	*Index to Book Reviews in the Humanities*. Williamston, MI: Phillip Thornston, 1961- . Arranged by author. Indexes more scholarly journals than does *Book Review Index* or *Book Review Digest*.
INDEX Z 1219 C95	*Book Review Digest*. New York: H. W. Wilson, 1905- . *Book Review Digest* excerpts and references reviews of both fiction and nonfiction books. Includes books in the humanities, social sciences, and general sciences. Arranged by author, with a subject and title index.
INDEX Z 5055 U5 A53	*Comprehensive Dissertation Index*. Ann Arbor, MI: University Microfilms, 1972- . This is an index to doctoral dissertations written in the United States from 1861 to the present. The basic set covers dissertations written between 1861 and 1972; a ten year update covers 1973-1982 and a five year update 1983-1987. Yearly supplements update the set. The set is arranged by academic disciplines, with separate volumes for such areas as Mathematics and Statistics and Language and Literature. Each area is arranged by subject and there is an author index as well. Abstracts of the dissertations are available at the Auraria Library on microfilm and microfiche, in the Periodicals Department.

BIOGRAPHIES

Biographies give information about a person's life. Literary biographies often discuss the works of the author as well, and append a list of references to further critical works.

REF PN 41 C3 1954	Steinberg, S. H., ed. *Cassell's Encyclopedia of World Literature.* New York: Funk and Wagnall's Company, Inc., 1953. This encyclopedia is divided into three sections. Part I includes histories of literatures of the world as well as articles on major literary topics such as printing, textual criticism, mythology, and romanticism. Part II contains biographies of authors who died before 1914, and Part III has biographies of authors who were living at the beginning of World War I.
REF PN 451 K8	Kunitz, Stanley J., and Vineta Colby, eds. *European Authors, 1000-1900.* New York: H. W. Wilson, 1967. Lists authors who were born after the year 1000 and died before 1925. Contains entries for about 1,000 authors.
REF PN 451 M36 1974	Magill, Frank N. *Cyclopedia of World Authors.* Englewood Cliffs, NJ: Salem Press, 1974. This three volume set is an update of the *Cyclopedia* first published in 1958. About 1,000 authors are listed, including about 250 authors who did not appear in the 1958 edition. Since about half of the new entries are of authors whose major works were published after 1950, this is a valuable source for information about contemporary authors.
REF PN 771 C585 1984	Vinson, James, and Daniel Kirkpatrick. *Contemporary Foreign Language Writers.* New York: St. Martin's Press, 1984. Each entry contains a biographical sketch of the author, a list of works, a list of bibliographical and critical studies on the author, and a critical essay.
REF PN 771 C61	*Contemporary Authors.* Detroit: Gale, 1962- . Includes biographical sketches of authors, a review of the author's career, a list of works, and references to critical sources. This is an ongoing set, with supplementary volumes published frequently.
REF PN 771 K36	Kunitz, Stanley, ed. *Twentieth Century Authors.* New York: H. W. Wilson, 1942. Supplement, 1955. Lists authors who are read in English, including those whose work is read in translation. Sketches range from 300 to 1,500 words. Each sketch has a bibliography of the author's principal works and references to critical articles.

REF PQ 305 B584	Bonnefoy, Claude, et al. *Dictionnaire de Litterature Francaise Contemporaine*. Paris: Jean-Pierre Delarge, 1977. Both new and established authors are listed in this work. Each entry of this alphabetically arranged directory includes a time line, which cites the principal events in the individual's career, and a bibliography of major works. No lists of biographical or critical works on the authors are included.

EXPLICATORS

Excerpts from criticisms of particular authors or individual works can be found in books known as explicators. References to the entire critical work are included.

REF PN 813 C8	Curley, Dorothy Nyren, and Arthur Curley, eds., *Modern Romance Literatures*. (A Library of Literary Criticism). New York: Frederick Ungar, 1967. An explicator which includes criticism of 20th Century authors whose works are read and studied in the United States. It is arranged alphabetically by author's name.
REF PQ 306 M57	Popkin, Debra, and Michael Popkin, compilers and editors. *Modern French Literature*. New York: Frederick Ungar, 1977. This two volume set lists those French authors who are most often read in France, Great Britain, and the United States, based on a survey of high school and college literature courses. Arranged alphabetically by author, it lists under each author selections from criticism. The criticism is arranged chronologically.

MEDIA

Media include such items as filmstrips, audio tapes, phonograph records, and video tapes. All media is located in the Media Distribution Department.

MEDIA VIDEO- RECORDING PC 2121 F7 1987	*French in Action: The Capretz method*. Washington, D.C., Annenberg CPB Project, 1987. 13 videocassettes, study guide, workbook, and audio cassettes. A course on French language and culture, based on the concept of total immersion in the French speaking world. Each videocassette contains two lessons, concentrating on a particular subject. Pt. 1: Orientation; pt. 2-4: Planning and Anticipating; pt. 5: Names and Origins; pt. 6-7: Physical Characteristics; pt. 8: Kinship; pt. 9-10: Describing Others; pt. 11-14: Encounters; pt. 15-18: Occupations; pt. 19-21: Education; pts. 22-23: Getting Around; pt. 24-26: Food and Drink.

MEDIA VIDEO- RECORDING PN 1997 S47 1989	*1789*. New York: FACSEA, 1989. Videotape version of the play *1789*, about the taking of the Bastille on July 14, 1789. The performance is by the Theatre du Soleil at the Cartoucherie de Vincennes in June, 1973. French dialogue with English subtitles.
MEDIA KIT PQ 116 L57	*Literature et Culture Francaises*. Princeton: Films for the Humanities, 1982. The 24 filmstrips in this set are accompanied by a cassette commentary in either French or English. The set is divided into 12 sections, as follows: 1) Les Origines de la Litterature Francaise; 2) Les Debuts de la Renaissance; 3) L'Humanisme; 4) La Montee du Classicisme; 5) De Versailles a la Bastille; 6) L'Esprit de Revolution; 7) Roman et Societe; 8) Realisme et Naturalisme; 9) De Baudelaire au Symbolisme; 10) La Naissance du Modernisme; 11) L'Esistentialisme; 12) Nouveau Roman et Nouveau Theatre.
MEDIA VIDEO- RECORDING PQ 2603 E362 S55 1983	*Simone de Beuavoir*. Malka Ribowska and Josee Dayan. Hanover, NH: Ediciones del Norte, 1983. This is the videorecording of a motion picture released in 1979. In it, de Beauvoir talks of the events and ideas of her life and converses with Sartre and Claude Lanzmann.
MEDIA VIDEO- RECORDING PQ 2613 E53 J42 1982	*Jean Genet*. Hanover, NH: Ediciones del Norte, 1982. Jean Genet talks about his life, his philosophy, and his writings.

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GERMAN LITERATURE: MAJOR SOURCES AT AURARIA LIBRARY

Listed on this Library Use Guide are some of Auraria Library's major resources for the study of German literature. The materials described here are only a few of the many available. For others, check the the CARL computer catalog system under the subject headings or topics suggested below, or browse the shelves, both in the Reference area and in the general book collection, for books with call numbers similar to those listed on this Guide.

USING THE ONLINE CATALOG - CARL

By using the CARL system, you can identify books and other materials on your topic. More than 80 different databases are now available on the CARL system, so your first choice is to select a database to search. If you are interested in finding out what books the Auraria Library has on your topic, select the **Auraria** database. The CARL system then asks the user to type in either words (for a WORD search) describing the desired subject, or names (for a NAME search). WORDs can be words from the title or topics/subjects. NAMEs can be personal names, such as names of German authors, or they can be names of groups, such as the Modern Language Association.

A sampling of possible words to enter into the CARL system to locate materials on German literature is shown below. Complete lists are available in the Library of Congress Subject Headings volumes, which are the red books located near the CARL terminals.

German literature
German fiction
German prose literature
German drama
German poetry
German literature in foreign countries
Art - Spain
Music - German
Painting - German
Architecture - German

Sometimes entering such a term as GERMAN LITERATURE results in too many entries to be helpful. In such cases, you should add another word to your search, perhaps a time designation such as 19TH CENTURY or 20TH CENTURY, or a descriptive word such as CRITICISM.

Remember that you can also enter the NAME of an author or the WORDS of a title of a particular work.

AURARIA LIBRARY USE GUIDE

University of Colorado Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

GENERAL ENCYCLOPEDIAS

Encyclopedias contain articles on many subjects. They are often useful to obtain background or general information on a subject, before going in to more detailed research. The Auraria Library has several German language encyclopedias. Three are listed below.

REF AE 27 B7	*Brockhaus Enzyklopadie*. 20 Volumes. Wiesbaden: Brockhaus 1966. This encyclopedia contains "predominantly short articles on a wide range of topics; numerous illustrations and maps; inclusion of biographies of living persons" (annotation from Guide to Reference Books). Articles include bibliographies which emphasize recent publications on the subject.
REF AE 27 G67 1977	*Der Grosse Brockhaus*. Wiesbaden: Brockhaus, 1977-1981. 14 volumes. A somewhat condensed version of Brockhaus Enzyklopadie, listed above.
REF AE 27 M6 1971	*Meyers Enzyklopadisches Lexikon*. 25 Volumes. Mannheim: Bibliographisches Institute, 1971. "While brief entries ...abound, important topics receive very full treatment, and bibliographies are often extensive and generally up-to-date. Maps and charts accompany country articles, and there are thousands of diagrams and illustrations (both in color and black and white), most of them small, but of high quality. Biographical sketches include living persons" (annotation from *Guide to Reference Books*).

LANGUAGE DICTIONARIES

The Auraria Library has many dictionaries of the German language. Most are shelved together in the Reference department. A few are listed below.

REF PF 3640 O94 1990	*The Oxford-Duden German Dictionary*. Oxford: Clarendon, 1990.

REF PF 3640 H29 1982	Sawers, Robin, ed. *Herrap's Concise German and English Dictionary*. Lincolnwood, IL: National Textbook Co., 1982.
REF PF 3640 W45 1984	Weis, Erich, ed. *Klett's Modern German and English Dictionary: English-German, German-English*. Lincolnwood, IL: National Textbook Co., 1984.
REF PF 3640 W546	Wildhagen, Karl, and Will Heraucourt. *The New Wildhagen German Dictionary*. Chicago: Follett, 1965.
REF PF 3680 A5 1980	Anderson, Beatrix, and Maurice North. *Cassell's Colloquial German: A Handbook of Idiomatic Usage*. New York: Macmillan, 1980.

LITERARY ENCYCLOPEDIAS, DICTIONARIES, AND HANDBOOKS

These all purpose books define literary terms, identify fictional characters and places, and give biographical information on authors. They are valuable as sources of quick information. All are in the Reference department.

REF PF 3640 E38	Eggeling, H.F. *A Dictionary of Modern German Prose Usage*. Oxford: Oxford University Press, 1961. The author describes this book as a guide to standard German usage, not correct German usage. As different parts of Germany recognize different constructions and usage, a guide to correct usage is impossible. Examples of particular usage indicate what authors use that specific construction and when and where the author lived.

REF
PN
41
E6

Smith, Horatio, ed. *Columbia Dictionary of Modern European Literature*. New York: Columbia University Press, 1967.
This dictionary gives information on national literatures, authors, literary terms, and influences. The authors included are from the late 19th and 20th centuries. Some 1200 articles are included, written by experts in various fields.

REF
PN
41
F6

Fowler, Roger, ed. *A Dictionary of Modern Critical Terms*. London: Routledge and Kegan Paul, 1973.
Lengthy definitions of critical terms which try to analyze their usefulness rather than merely define them.

REF
PN
501
E9
1983

Jackson, William T.H., and George Stade, eds. *European Writers*. 13 volumes plus index. New York: Scribner's, 1983-1990.
This 13 volume set treats European literature exclusive of British literature. It is meant as a companion volume to the sets *British Writers* (8 volumes) and *American Writers* (8 volumes). Most of the articles are on individual authors, although there are some on literary genre or movement; average length of the articles is 15,000 words. The articles on authors include not only information on the author's life and works but also a discussion of the author's place in the larger literary/political/social world. The volumes are arranged chronologically. Volumes 1-2: The Middle Ages and the Renaissance; volumes 3-4: The Age of Reason and the Enlightenment; volumes 5-7: The Romantic Century; volumes 8-13: The Twentieth Century.

REF
PN
771
E5
1981

Klein, Leonard S., ed. *Encyclopedia of World Literature in the 20th Century*. 4 volumes. New York: Ungar, 1981-1984.
This is a major revision and update of Wolfgang Fleishmann's 1967 two volume *Encyclopedia of World Literature*. Fleishmann's *Encyclopedia* included survey articles on national literatures, literary movements such as Expressionism and Futurism, literary criticism, genres, and authors living in the 20th century. In addition to revising existing articles, the new editor attempted to make the *Encyclopedia* more international in scope, including more information on Asian and African literatures and separate entries for individual Latin American countries, rather than having one entry only for Spanish American literature. Bibliographies for further reference are included with each article.

REF
PT
41
G3
1986

Garland, Henry, and Mary Garland. *The Oxford Companion to German Literature*. 2d edition. Oxford: Oxford University Press: 1986.
Like the Oxford Companions to other literatures, this contains information on authors, works, genres, and literary terms. It is arranged alphabetically in dictionary form. The dates covered are c. 800 through the 1980's, and all periods of the literatures of all German speaking countries are included. The second edition updates some of the articles from the first edition, adds some author entries, and attempts to include information about literary trends which have been influential since the 1960's. According to its preface, its editors "... have sought to produce a Companion to the historical and cultural background to German literature as well as to the writers and works themselves."

BIBLIOGRAPHIES

Bibliographies--or lists of books and other materials--are often confined to a particular subject. They can also be broad based, encompassing an entire academic field.

REF
PT
401
Z9
K79
1988

Krewson, Margrit B. *Contemporary Authors of the German-Speaking Countries of Europe: a Selective Bibliography*. Washington, D.C.: Library of Congress, 1988.
This is a list of items owned by the Library of Congress on authors from German speaking countries. Authors included are those who have had a critical success; they may or may not have enjoyed a popular success as well. Works both by and about the authors are included. Many of the works are not available in translation, only in German.

REF
Z
2231
F38

Faulhaber, Uwe K., and Penrith B. Goff. *German Literature: An Annotated Reference Guide*. New York: Garland, 1979.
This lists and annotates major reference tools, literary criticism, and periodicals. It has a classified arrangement, with chapters titled--National Bibliographies, Bibliographies of German Literature, Dissertations, Biography, Genres of German Literature, and Literature in Translation. Two sections particularly important to the student are 1) "Collections of Interpretations, Critical Summaries, Digests, and Plot Outlines"; and 2) a list of periodicals, both professional journals and literary reviews. The list is annotated. *German Literature* emphasizes works in English.

INDEXES

Most of these indexes index articles in periodicals. Others index separate chapters of books, or material in a particular format, such as *Comprehensive Dissertation Index*.

For very recent articles, written from approximately 1988 to the present, you may also use two databases on the CARL system: **UnCover** and **Magazine Index**. For information about using these databases, consult the Library Use Guide UnCover: **Access to Articles through CARL**.

INDEX AI 3 E752	*Essay and General Literature Index*. New York: H.W. Wilson, 1900- . Indexes chapters and parts of books. Arranged by author, title, and subject.
INDEX AI 3 H853	*Humanities Index*. New York: H.W. Wilson, 1974- . Indexes magazines in humanities related fields. Formed when *Social Sciences and Humanities Index* split into two indexes, *Humanities Index* and *Social Sciences Index*. Has book reviews in the back of each volume.
INDEX H 1 S62	*Social Sciences and Humanities Index*. New York: H.W.Wilson, 1907-74. A forerunner of *Humanities Index*. Covers the same material as *Humanities Index* as well as material in the social sciences.
INDEX P 1 M642	*MLA International Bibliography of Books and Articles in the Modern Languages and Literatures*. New York: Modern Language Association, 1922- . An index to the year's criticism in languages and literatures. Both books and journal articles are indexed, as well as collections and festschriften. Book I: English and American Literature; Book II: European, Asian, African, and South American Literatures; Book III: Linguistics; Book IV: General Literature and Related Topics; Book V: Folklore. Each year's volume is arranged by literature and by time period. There are subject and author indexes.
INDEX Z 1035 A1 B66	Tarbert, Gary C., ed. *Book Review Index*. Detroit: Gale, 1965- . Gives citations to book reviews appearing in over 350 journals. Gives citation only, no excerpts from reviews. Arranged by author with a title index.

INDEX Z 1035 A1 I63	*Index to Book Reviews in the Humanities.* Williamston, MI: Phillip Thornston, 1961- . Arranged by author. Indexes more scholarly journals than does *Book Review Index* or *Book Review Digest*.
INDEX Z 1219 C95	*Book Review Digest.* New York: H.W. Wilson, 1905- . *Book Review Digest* excerpts and references reviews of both fiction and nonfiction books. Includes books in the humanities, social sciences, and general sciences. Arranged by author, with a subject and title index.
INDEX Z 5055 U5 A53	*Comprehensive Dissertation Index.* Ann Arbor, MI: University Microfilms Inc., 1972- . This is an index to doctoral dissertations written in the United States from 1861 to the present. The basic set covers dissertations written between 1861 and 1972; a ten year update covers 1973-1982 and a five year update 1983-1987. Yearly supplements update the set. The set is arranged by academic disciplines, with separate volumes for such areas as Mathematics and Statistics and Language and Literature. Each area is arranged by subject and there is an author index as well. Abstracts of the dissertations are available at the Auraria Library on microfilm and microfiche, in the Periodicals Department.

BIOGRAPHIES

Biographies give information about the life of an author. Often they discuss the works of the author and append a list of references to further critical works.

REF PN 41 C3 1973	Steinbert, S.H., ed. *Cassell's Encyclopedia of World Literature.* New York: Funk and Wagnall's, 1973. This is an encyclopedia in three sections. Part I includes histories of literatures of the world as well as articles on major literary topics such as printing, textual criticism, mythology, or romanticism. Part II contains biographies of authors who died before 1914, and Part III has biographies of authors who were living at the beginning of World War I.

REF PN 771 K86	Kunitz, Stanley, ed. *Twentieth Century Authors.* New York: H.W. Wilson, 1942. Supplement, 1955. Includes authors who are read in English, including those whose work is read in translation. Sketches range from 300 to 1500 words. Each sketch has a list of the author's principal works and references to critical articles.
REF PT 403 K8	Kunish, Hermann. *Kleines Handbuch der Deutschen Geganwartsliteratur.* Munchen: Nymphenburger Veriag Shandiung, 1967. This collection of sketches about contemporary authors includes not only biographical information but also bibliographies of the authors' works and works of criticism about the authors.
REF PN 771 C61	*Comtemporary Authors.* Detroit: Gale, 1962- . Includes biographical sketches of authors, a review of the author's career, a list of works, and references to critical sources. This is an ongoing set, with supplementary volumes published frequently.

EXPLICATORS

Excerpts from criticisms of particular or individual works can be found in books known as explicators. References to the entire critical work are included.

REF PT 401 D6	Domandi, Agnes Korner, compiler. *Modern German Literature. (A Library of Literary Criticism).* New York: Frederick Ungar, 1972. Only authors who wrote after 1900 are included in this explicator. In addition to authors from both East and West Germany, Austria, and Switzerland, it also includes those who were born in the old Austro-Hungarian Empire (which was broken up after World War I) if those authors wrote in German.

MEDIA

The word **media** describes nonprint items: filmstrips, videotapes, audiotapes, slides, etc. All media items are kept in the Media Distribution Department on the ground floor of the Library.

MEDIA VIDEO- RECORDING D 848 W67 1989	*The Germanys, Eastern Europe, and the Future*. Alexandria, VA: PBS Adult Learning Satellite Service, 1989. Explores the new possibilities and new problems confronting German and Eastern Europe as exemplified by the destruction of the Berlin Wall, for 30 years a symbol of East-West division and hostility.
MEDIA VIDEO- RECORDING DB 27 A56	*Alpine Austria: the Power of Tradition*. Huntsville, TX: Educational Video, 198-?. This live action visit to the high Alps in summer will foster an appreciation of folk art, music, and culture, and show how these traditions are still vital.
MEDIA VIDEO- RECORDING DD 258.4 G47 1989	*Germany: a Tapestry of Tradition*. San Ramon, CA: International Video Network, 1989. A travelogue featuring visits to the Black Forest, Mittenwald, Wursber, Ettal, Nymphenburg, Nurnberg, and Munich.
MEDIA SLIDE DD 259.2 G4	*Germany Is...* Salem, OR: Media Tree, 1981. Slide set with descriptive manual. The slides are of everyday life in Germany: shops, restaurants, scenes of Oktoberfest, farming, transportation, etc.
MEDIA SLIDE GN 307.82 G4	*One World, Many Cultures, Germany*. Salem, OR: Media Tree, 1978. Slides, manual, resource book. The different land forms and cultures of Germany are presented in these slides. The resource book gives further information on Germany's history, government, geography, economy, and people.

MEDIA VIDEO-RECORDING GT 4987 G3 N64 1987	Nolan, Mary Lee. *Christmas in Germany.* Huntsville, TX: Educational Filmstrips, 1987. Presents the Christmas traditions of Germany.
MEDIA VIDEO-RECORDING PF 3112.7 D48 1985	*Deutsch Direkt!.* Chicago, IL: Films Incorporation, 1985. This set consists of 20 lessons in 10 videotapes, one book, one guide, and one workbook. It teaches the German language through an exploration of the country and the culture. The lessons concentrate on everyday conversational needs such as ordering in a restaurant, introductions, asking directions, or going shopping. The series was filmed in Germany and Austria and features residents going about their daily lives.
MEDIA TAPE PF 3121 C3 LEVELS 1-5	*German.* Montclair, NJ: Institute for Language and Study, 1969. 5 audio tapes, 1 hour each. These are conversation tapes in German. Each tape comes with a booklet transcribing the conversations in both German and English.
MEDIA KIT TX 721 G4	*German Cooking, Foods, and Wine.* East Northport, NY: Audio Lingual Educational Press, Inc., [n. d.] 1 filmstrip, 1 cassette, 1 guide. A booklet of recipes is included, printed in both German and English.

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GOVERNMENT DOCUMENTS AT AURARIA LIBRARY

Government documents are the materials published by any governmental agency at the federal, state, or local level. They may be from the executive, legislative, or judicial branches of these governments. The publications are issued by a wide variety of committees, agencies, departments, and bureaus. The scope of publications is equally far-reaching, including books and pamphlets on

- Cancer research
- Working women
- Legislation
- Space exploration
- Taxes
- Mass transit
- Imports and exports
- Environment
- Wildlife
- Regional business and economic information
- Solar energy

and countless other topics.

Government publications are a vast source of factual and statistical information useful in many areas of research.

TYPES OF GOVERNMENT DOCUMENTS

Federal: Auraria Library is one of over 1,300 federal depository libraries that receive U.S. government publications free of charge. About 40-50% of the publications available have been selected as appropriate for Auraria's academic programs. All depository materials, however, are sent to Colorado's two regional depositories, CU-Boulder's Norlin Library and the Denver Public Library (downtown). Since Auraria Library has only been part of the depository program since 1978, both the Norlin Library collection and the Denver Public Library collection serve as valuable resources for historical publications.

State and Local: Auraria Library is also a depository for Colorado state publications and receives the publications of the Denver Regional Council of Governments (DRCOG) and other selected local government agencies.

ACCESS TO GOVERNMENT DOCUMENTS

Federal: Many, but not all, of the federal government publications are listed in the Public Access Catalog (PAC) for Auraria Library. Most of them have a different type of classification number, a Superintendent of Documents number, which is based on the governmental agency which issued the document, rather than the subject of the publication like the rest of of the books in the Library. The numbers look similar to the Library of Congress call numbers on the rest of the books, but they have a colon (:) in them and sometimes a slash (/). For example, HE20.8108:Se9/2 is a government publication whereas HE208.338 is not. The location given is generally AUR MAIN DOC. To find all of the U.S. government's publications on a certain topic, refer to the database "Government Publications" on PAC or the Monthly Catalog of U.S. Government Publications (Index J83 U5). See the Library Use Guide entitled "U.S. Government Publications" and the instructions taped to the shelves above the Monthly Catalog for more information.

Colorado: Colorado state publications can be found by using the PAC database "Colorado State Publications" under "Library Catalogs" or the paper indexes and checklists -- see the Library Use Guide "Colorado State Publications." The microfiche of Colorado State Documents are kept at the Periodicals/Microforms counter. Colorado state publications received in paper form are cataloged into the general collection and may be found by using PAC. Items found on the database or in the index which are not in the Auraria Library may be requested on Interlibrary Loan.

Regional: Local and regional government publications are cataloged into the general collection and may be found using PAC.

LOCATION

Federal government publications with Superintendent of Documents call numbers are located on the main floor of Auraria Library in the southwest corner. Many of them are also found in the Reference collection, the Index tables, and the Periodicals collection, too. A card catalog in the Reference Department on the first floor lists the federal documents owned by the Auraria Library in Superintendent of Documents call number order. Consult a librarian to see if a particular document is in the Auraria Library. If a document is located in Periodicals, Reference, or the Index area, it is noted on the card.

Current state, local, and regional publications (from the last five years) are generally in the InfoColorado section adjacent to the Reference Collection on the first floor.

CIRCULATION POLICY

Most of the federal government documents shelved in the southwest corner of the first floor may be checked out, with the exception of those stamped "non-circulating" in red inside the front cover. Also, those in the Reference, InfoColorado, Index, or Periodicals collections must remain in the building. Colorado and regional documents shelved in the "MAIN 2nd FLOOR" collection may be checked out.

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GRANTS INFORMATION

INTRODUCTION AND SCOPE

Competition for grants has increased at a greater rate than funds available. Since securing additional support has become an essential and integral fact of life for many institutions and individuals, it is to the advantage of the grantseeker to have an understanding of the differences between grantmaking entities, their objectives and procedures--and most importantly--an awareness of the areas currently being funded.

This bibliography provides the grantseeker with a basic guide to information sources located in the Auraria Library and in the Regional Foundation Center at the Denver Public Library (1357 Broadway, 571-2190). The Foundation Center Library is open to non-Denver residents.

FOUNDATIONS/NON-PROFIT FUNDING SOURCES

REF. AS 911 A2 A67	Annual Register of Grant Support. Marquis Academic Media, 200 East Ohio Street, Chicago, Illinois 60611 Annual. Details the grant support programs of government agencies, public and private foundations, business and industrial firms, unions, educational and professional associations, and special interest groups. It covers a broad spectrum of interests from academic and scientific research to travel and exchange programs. Four indexes--Subject, Organization and Program, Geographic, and Personnel--facilitate the potential applicant's search for appropriate grant programs.
REF. AS 911 A2 C656	Colorado Foundation Directory. Junior League of Denver. 1805 S. Bellaire, Denver, Colorado 80222. Annual. Lists 194 foundations whose assets total at least $10,000 or who give $1,000 in grants. Entries include the foundation's address, purpose, trustees, officers, contact person, assets, expenditures, type of grants awarded, and whether or not an annual report is available.
REF. AS 22 E5	Encyclopedia of Associations. Vol. 1: National Organizations of the United States. Gale Research Co., Book Tower, Detroit, Michigan 48226. Good source of information on U.S. non-profit organizations of national scope. Particularly valuable for information on grant-making organizations not actually classified by the IRS as private foundations. Entries include location, phone number, principle officer, staff size, objectives, and publications.

REF.
AS
911
A2
F64

Foundation Center National Data Book. Foundation Center, 888 Seventh Avenue, New York, New York 10019. Two volumes. This two volume work provides brief information "about 21,000 non-profit organizations which have been classified as private foundations by the Internal Revenue Service." This publication was produced from computer records containing information taken from Forms 990-AR and 990-PF which are filed annually by private foundations with the IRS. The Data Book organizes information on foundations according to name, amount of grants awarded annually, city, state and zip code location. Thus, it is possible to make a list of all the foundations in a particular geographic region by examining the zip codes of the various foundations.

Foundation Center Source Book Profiles. Foundation Center, 888 Seventh Avenue, New York, New York 10019. Annual Looseleaf Subscription Service. (Denver Public Library)
A very valuable work which contains analytical profiles of more than 500 foundations per year. All United States foundations that are not restricted to local giving and give more than $200,000 per year in grant awards are listed. Each profile (which is approximately three pages long) includes "a detailed factual breakdown of each foundation's giving by subject area (i.e. art, education), by grant type (i.e. construction, general support), and by grant recipient type (i.e. university, medical schools, secondary schools). Current giving is compared with the foundation's historical grant-making pattern and correlated with the foundation's overall statement of its purposes and activities." In addition, this work contains foundation addresses, telephone numbers, who to contact for grant information, application procedures, information on the foundation's publications, background information on the foundation and its trustees, etc. What makes this publication so appealing is that changes in address, policy or personnel are updated monthly.

REF.
AS
911
A2
F65

Foundation Directory. Foundation Center, 888 Seventh Avenue, New York, New York 10019. Annual.
The most important reference work available on foundations that make grant awards. Contains information on the 2,800 of the country's larger foundations (i.e., those foundations which have assets of more than one million dollars or award grants in excess of one-hundred thousand dollars annually). This directory contains such useful information about foundations as assets, names of trustees, foundation telephone numbers, grants made in year of record, statements of purpose and activities, grant application procedures, frequency of board meetings, etc. This work is arranged geographically and contains subject and personal name indexes. Prefatory material in the various editions offers useful statistics and information on foundation organization and operations. The Foundation Directory lists 90 percent of all the major foundations that account for 80 percent of all grants awarded annually.

REF. AS 911 A2 F66	Foundation Grants Index. Foundation Center, 888 Seventh Avenue, New York, New York 10019. Annual. Provides a cumulated record of grants awarded for the year. Includes only grants of $5,000 or more. Lists grants by states, subject categories, and by recipients. Each listing includes geographic location, recipient name, amount and date of grant and grant purpose.
REF. AS 911 F66	Foundation Grants Index Bimonthly. Foundation Center, 888 Seventh Avenue, New York, New York 10019. This index is intended to provide current grant information on private, company-sponsored, and community foundations. Included in each issue is recepient and subject index, updates on Grantmakers; and lists of publications (i.e., annual reports, newsletters) that are available from the granting institution.

CORPORATIONS

REF. HG 4028 C6 C68	Corporate 500, The Directory of Corporate Philanthropy. Public Management Institute, 333 Hayes, San Francisco, California 94102. An excellent source for finding out information on corporate contribution programs. Entries include the corporation's legal name (and the name of the associated foundation, if applicable), address, telephone number, areas of interest (including an analysis of their giving pattern, name of contact person, and sample grants awarded).
PER. HJ 275 G7	Shakely, Jack. "Exploring the Elusive World of Corporate Giving." Grantsmanship Center News, vol. 3, no. 5., July-September 1977, p. 35-39. Though an little outdated, this is an excellent introduction to corporate giving for those who wish to approach the corporate world for support.
REF. HG 4057 A4	Standard and Poor's Register, vol. 3. Standard and Poor's Corp., 25 Broadway, P.O. Box 932, New York, New York 10275. The "Corporate Family Index" lists each parent company, subsidiary, division, or affiliate of a select group of corporations that control 90% of U.S. business purchasing power. This is a good source for identifying prospects for corporate donations.

PUBLIC -- UNITED STATES

REF. HC 110 P63 U532	Catalog of Federal Domestic Assistance. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (Includes update) This valuable resource contains detailed information on Federal programs which provide assistance or benefits to the American public. It includes 975 programs administered by 52 different Federal departments, independent agencies, commissions and councils. The Catalog contains information on grants available, eligibility factors, application procedures, local contacts, etc. A must for organizations seeking Federal support.
PER. JK1673 A24	Commerce Business Daily, U.S. Government Printing Office, Washington, D.C. 20402. A daily listing of all potential contracts Federal agencies plan to initiate. It is divided into sections dealing with various types of services agency, title of proposed contract, RFP (Request for Proposal) number, and when the proposal is due. Organizations can request copies of RFP's to determine interest in bidding. The CBD also lists all contracts awarded in excess of $25,000. Each listing in the CBD appears only once. (Auraria Library only keeps last 90 days.)
PER. JK1 C15	Congressional Quarterly. Congressional Quarterly, Inc., 1735 K. St., N.W., Washington, D.C. 20006. This weekly publication dealing with the legislative branch of government includes articles and information on bills, hearings, activities on the floor and in congressional committees. An annual almanac (REF. JK1 C663) highlights activities of the year.
PER. J 1 A2	Federal Register. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. A daily publication which lists regulations and legal notices issued by Federal agencies. Also included are Presidential proclamations, Executive orders and Federal agency documents having general applicability and legal effect.
REF. JK 421 A3	United States Government Manual, U.S. Government Printing Office, Washington, D.C. 20402. The official handbook of the Federal Government, it describes the purpose and programs of most governmental agencies and lists top personnel.

GRANTS TO INDIVIDUALS

REF. LB 2336 F598	Foundation Grants to Individuals. Foundation Center, 888 Seventh Avenue, New York, New York 10019. "Lists the programs of more than 1,000 foundations that will make grants to individuals. The book contains information on foundation sources of funds for scholarships, fellowships, internships, medical and emergency assistance, and travel grants." Includes application information.
REF. LB 2338 G7	Roland Turner, ed. The Grants Register. St. Martin's Press, 175 Fifth Avenue, New York, New York 10010. Lists scholarships and fellowships at all levels of graduate study, from regional, national and international sources. Also includes research grants, exchange opportunities, vacation study awards, travel grants, all types of grants-in-aid, project grants, competitions, prizes and honoraria--including awards in recognition or support of creative work, professional and vocational awards, and special awards--for refugees, war veterans, minority groups and students in unexpected financial difficulties, etc. A new edition of the Grants Register appears every two years.
	Also refer to:
REF. HC 110 P63 U53a	Catalog of Federal Domestic Assistance. See the "Public -- United States" section of this guide.
AS 911.A2 A67	Annual Register of Grant Support. See the "Foundations and Other Non-Profit Funding Sources" of this guide.

PERIODICALS

The following publications contain current funding information:

PER. LB 2300 C48	Chronicle of Higher Education. The Chronicle gives information on funding trends in higher education as well as information on available grants and scholarships. Look in the index under either Grants or Scholarships.

JK1673 A24	Commerce Business Daily. See page 4. (Located in the Government Documents section of the Library)
PER J1 A2	Federal Register. See page 5.
PER. AS 911 A2F68	Foundation News. This publication no longer lists information on grants; however, it is an excellent source for background information and trends in the world of foundation giving.
PER. H62 A1 G72	Grants Magazine; the Journal of Sponsored Research and Other Programs. A good source for background information and funding trends. Includes a Federal Regulatory Update.
PER. HJ 275 G7	Grantsmanship News. A monthly magazine which includes information on Federal regulations; deadlines for federal grants (including name and address of granting agency) and funding news. An excellent source of information for non-profits.
INDEX J 83 U5	Monthly Catalog of U.S. Government Publications. One source of information on the publications of funding agencies. In Subject Index use the term "grants" or use Name Index under issuing agency. (Located in the Index Section of the Library.)
PER. Q1 A3 S4	Science. Gives general information on trends in Federal Funding of the Sciences.
PER. Q1 S76	Science News. Same as above.

COMPUTER-ASSISTED RESEARCH (CAR) DATABASES

Federal Index.
Corresponds to the printed Federal Index, which covers the Congressional Record, Federal Register, Commerce Business Daily, Weekly Compilation of Presidential Documents, and the Washington Post, as well as citations to the Code of Federal Regulations , U.S. Code, House and Senate bills, and Public Laws. Abstracts are available. (1976-)

Foundation Directory.
Provides descriptions of foundations which have assets of one million or more, or which make grants of $500,000 or more annually. The file can be searched by subject, foundation name, city, state or zip code, or by amount of assets, contributions or gifts received, expenditures, and amount of grants awarded. (Current)

Foundation Grants Index.
Contains all records from the Foundation Grants Index section of the Foundation News on grants awarded by major American philanthropic foundations. Can be searched by subject, foundation name, recipient type, name, city or state and amount of grant. More information on foundations is contained in the Foundation Directory. (1973-)

GPO Monthly Catalog.
Produced by the U.S. Government Printing Office, it corresponds to the printed Monthly Catalog of United States Government Publications, covering congressional reports and hearings on bills and laws, as well as publications from the Executive Office, and all other federal departments and agencies. Abstracts are not available. (1976-)

Grants.
Corresponds to the printed Grant Information System GIS and Faculty Alert Bulletin, covering grants offered by federal, state and local governments, commercial organizations, associations, and private foundations. (Current)

National Foundations.
Provides information on U.S. private, nongovernmental non-profit, organizations which award grants for charitable purposes, covering grants given in the fields of education, health, welfare, sciences, international activities, and religion. Supplements the Foundation Directory file, which contains more complete data on the larger foundations. (Current)

SSIE Current Research.
Produced by the Smithsonian Science Information Exchange, it covers research programs or projects either in progress or completed in the past 2 years in the physical, social, engineering, and life sciences. Research projects funded by federal, state, and local government agencies, non-profit associations and foundations, colleges and universities, and selected private industry and foreign research organizations are covered. Abstracts are available. (Latest 24 months)

GUIDES AND AIDS

REF. Grants: How to Find Out About Them and What to Do Next, by
Q Virginia P. White, 1975. Plenum Press, 227 West Seven-
180 teenth Street, New York, New York 10011.
U5 This book explains what the grant business is all about. Dis-
W47 cusses the basic sources of information on government, founda-
tion and corporate grants. Attention is also given to the
written proposal.

NX Grants for the Arts, by Virginia P. White, 1980. Plenun
398 Press, 277 West Seventeenth Street, New York, New York
W46 10011.
1981 This excellent book "is divided into two parts: funding sources
and applying to them. More than half the book is devoted to
government, foundation, and corporate funding sources."

HV The Art of Winning Foundation Grants, by Howard Hillman and
41 Darin Abarbanel, 1975. Vanguard Press, 424 Madison Avenue,
H55 New York, New York 10017.
Primarily describes how to obtain grants from foundations.
Contents of various foundation reference tools are briefly
annotated and practical approaches used by grant seekers are
discussed. The authors also present a sample proposal
illustrating the principles of proposal writing.

PN Developing Skills in Proposal Writing, by Mary Hall, 1972.
160 Continuing Education Publications, Waldo Hall 100,
H366 Corvallis, Oregon 97331.
A good guide to proposal writing, especially for organizations
with limited program development capabilities. Provides a
variety of examples in the development of a grant.

HJ How to Get Government Grants, by Philip Des Marais, 1977.
275 Public Services Materials Center, 355 Lexington Avenue, New
D48 New York, New York 10017.
1977 A basic introduction to the federal grant-making process.

HV Grass Roots Fundraising Book: How to Raise Money in Your
41 Community, 1977. Contemporary Books, Inc., 180 N.
F49 Michigan Avenue, Chicago, Il. 60601.
1977

PER. Program Planning and Proposal Writing. (Expanded Version).
HJ Norton G. Koritz, Grantsmanship Center News, vol. 5, no.
G7 3, May-June, 1979.
One of the best articles available to guide one in the process
of developing a grant proposal. This article is filled with
practical examples and advice.--Highly recommended. (Note:
This is an article in a periodical. It is located in the
Periodicals/Microforms section of the Library.)

HV
41
K87
1981

Foundation Fundamentals: A Guide for Grantseekers, by Carol M. Kurzig. Revised edition, 1981. The Foundation Center, 888 Seventh Avenue, New York, New York 10106.

This guide helps the grantseeker to become more familiar with the world of foundations. Included in this volume is a description of the various types of foundations, as well as a step-by-step explanation of the research processes and the types of research tools available.

HJ
275
S55
1980

Getting Grants, by Craig W. Smith and Eric W. Skjei. 1980. Harper and Row, Publishers, 10 East 53rd Street, New York, New York 10022.

A basic guide to both government and private funding sources. The authors include how to "find and approach the RIGHT funder, develop deft strategies of program design, and write successful proposals."

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GREEK AND ROMAN LITERATURE: SOURCES AT AURARIA LIBRARY

Classical literature, Greek and Roman, is generally considered to include writings produced between the time of Homer (about 800 B.C.) and A.D. 1000. This guide to sources in Greek and Roman literature includes listings of materials of interest to scholars and students of the classical literatures. A good plan for using this guide to compile a bibliography on a particular aspect of classical literature would be first to consult some of the sources listed under **Handbooks and Dictionaries** for a brief explanation and background of your topic. Next, refer to the CARL (Colorado Alliance of Research Libraries) computerized information system under some of the suggested subject headings. Then consult **Bibliographies** and **Indexes and Abstracts** for further sources.

CARL COMPUTERIZED INFORMATION SYSTEM

TO FIND BOOKS

By using the CARL system, you can identify books and other materials on your topic. More than 80 different databases are now available on the CARL system, so your first choice is to select a database to search. If you are interested in finding out what books the Auraria Library has on your topic, select the **Auraria** database. The CARL system then asks you to type in either words describing the desired subject (for a **<W>ORD** search), or names (for a **<N>AME** search). WORDs can be words from the title or topics/subjects. NAMEs can be personal names, such as names of authors, or they can be names of groups, such as the Classical League.

A sampling of possible words to enter into the CARL system to locate materials on classics is shown below. Complete lists are available in the *Library of Congress Subject Headings* volumes, which are the red books located in the index area.

Classical drama
Classical fiction
Classical language
Classical literature
Classical poetry

Greek drama
Greek language
Greek literature
Latin drama
Latin language
Latin literature

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

TO FIND ARTICLES IN PERIODICALS

Databases available through the CARL system list the titles of periodical articles. Two are the **UnCover** database and **Magazine Index**. To access these databases, chose the "Current article index and access" option on CARL, then select either **UnCover** or **Magazine Index**. For specific instructions on using these databases, consult the Library Use Guide **"UnCover: Access to Articles Through CARL."**

TO FIND MEDIA MATERIALS

The Auraria Library has many media items, videotapes, sound recordings, filmstrips, etc. To locate media items owned by this library, use the **Auraria** database. Do a **<W>ORD** search on your topic, **ADD**ing a word describing the type of media you're looking for. Descriptive words include Videorecording, Sound Recording, and Filmstrip. Ask at the Reference Desk or the Media Desk for a complete list of the descriptive words for Media.

HANDBOOKS AND DICTIONARIES

HANDBOOKS

Handbooks are useful when you need to locate a brief definition or gain an overview of a subject. Most include definitions, identifications, or short articles on people and on selected topics, usually literary forms or major authors of the era.

REF DE 5 N4	Avery, Catherine B., ed. *The New Classical Handbook*. New York: Appleton-Century-Croft, 1962. *The New Century Classical Handbook* contains over 6,000 entries on the people, places, events, and ideas of ancient Greece and Rome. It includes information on classical archaeology, geography, history, literature, religion, and mythology. The entries are arranged alphabetically.
REF PA 31 H69 1989	Howatson, M.C., ed. *The Oxford Companion to Classical Literature*. Second edition. New York: Oxford University Press, 1989. Like the first edition of this work, edited by Sir Paul Harvey and considered a classic in its field, *The Oxford Companion to Classical Literature* limits itself to mythology and literature of the classical world, rather than discussing world mythology. Its main purpose is not to be a dictionary of the classical world, but to present information in dictionary form about the philosophy and politics of the ancient world, in order to help the user gain an understanding of that world. It contains summaries of important books from classical times and of modern works which interpret or discuss the classical world; most of these summaries are reprinted from the first edition.

REF PA 2379 S9	Swanson, Donald C. *The Names in Roman Verse*. Madison: University of Wisconsin Press, 1967. This is both a standard and a reverse dictionary to all proper names (historical, mythological, geographical) mentioned in works by classical Roman poets.
REF PA 3024 H3	Harsh, Philip Whaley. *A Handbook of Classical Drama*. Stanford: University of California Press, 1944. In addition to lengthy and valuable treatments of the tragic and comic form and tradition, this includes biographies of the major dramatists and a critical essay on each individual Greek and Latin play. It presents more of an overview of classical drama than do many of the factbooks.
REF PA 3024 H35	Hathorn, Richmond Yancy. *Crowell's Handbook of Classical Drama*. New York: Crowell, 1967. *Crowell's Handbook of Classical Drama* defines, identifies, and describes people, places, works of literature, and terms of the ancient world. It gives more than usual coverage to lost or incomplete works. Included are several maps of the ancient world.

DICTIONARIES

SUBJECT DICTIONARIES

Many dictionaries are dictionaries of a subject rather than of a language. Use them the way you would a handbook, for identification or explanation of a name, a place, an event, or a literary work.

REF B 351 S7	Stockhammer, Morris. *Plato Dictionary*. New York: Philosophical Library, 1963. This work is a cross between a quotation dictionary and a concordance. Under each word of importance used in Plato (e.g. myth, beginning, prophecy), the author has listed one or more quotations from Plato incorporating that concept. It is arranged alphabetically by word and is a good source for obtaining a brief overview of Plato's thoughts on a certain idea or concept.
REF BL 727 R58	Room, Adrian. *Room's Classical Dictionary: The Origins of the Names of Characters in Classical Mythology*. London: Routledge & Kegan Paul, 1983. Each brief entry (mostly one paragraph) in this book describes a character and gives the origin of his or her name. For example, the names Jupiter and Zeus both contain a root which means "sky, god, heaven, or day." Alternate origins are offered if the derivation is not clear. A handy table in the back of the volume lists both the Greek and Roman names of both gods and mythological characters.

REF B 1715 G713 1986	Grimal, Pierre. *The Dictionary of Classical Mythology*. New York: Blackwell, 1985. This dictionary treats Greek and Roman mythology only. Its entries vary in length from one paragraph to several pages. One useful and unusual feature of this dictionary is the series of genealogical tables in the back of the volume, tracing the descent of various figures in mythology from the gods, e.g., the descent of Orestes from Zeus.
REF DE 5 O9	*Oxford Classical Dictionary*. Second edition. Oxford: Clarendon Press, 1970. The *Oxford Classical Dictionary* contains brief articles on art and archaeology, geography, history, literature, mythology, philosophy, religion, and science. Many biographical articles are included on both factual people and characters in myth. Some of the longer articles include a short bibliography on the subject.
REF PA 31 M29	Mantinband, James H. *Concise Dictionary of Greek Literature*. New York: Philosophical Library, 1962. This contains about 2,700 articles on topics relating to Greek literature: authors, works, literary forms, mythology, and religion.
REF PA 31 M3	Mantinband, James H. *Dictionary of Latin Literature*. New York: Philosophical Library, 1956. This work consists of alphabetically arranged entries for the entire range of Latin literature, from the early Republic to New-Latin authors. It has entries for types of literature, genres, words, and characters in both literature and mythology.
REF PA 99 W44 1983	Wellington, Jean S. *Dictionary of Bibliographic Abbreviations Found in the Scholarship of Classical Studies and Related Disciplines*. Westport CT: Greenwood Press, 1983. This book attempts to fill a gap created by the fact that many books and articles do not provide a key to the abbreviations they use. It is a list of the abbreviations most often found in journals and standard works in the field of Classics.
REF PA 3926 K53 1962	Kiernan, Thomas P. *Aristotle Dictionary*. New York: Philosophical Library, 1962. The *Aristotle Dictionary* explains the terms and concepts Aristotle used in his writings.

REF PA 4209 Z5 A9 1958	Autenrieth, Georg. *A Homeric Dictionary for Schools and Colleges*. Norman: University of Oklahoma, 1958. This dictionary was first published in 1876, and has been used by students of Homer ever since. Its definitions and commentaries on Homer's vocabulary help students who read Homer in the original.
REF PN43 L37 1987	Lass, Abraham Harold, David Kiremidjian, and Ruth M. Goldstein. *The Facts on File Dictionary of Classical, Biblical, and Literary Allusions*. New York: Facts on File, 1987. The title of this volume describes its contents exactly: it is a dictionary of names, places, and phrases from Greek, Roman, and Norse mythology; Medieval and Arthurian legend; the Bible; and from major literary figures. All such terms are defined, both with the meaning the term and when first used, and with a contemporary definition if the meaning has changed. All terms included are from the Judaeo-Christian and European traditions.
REF PR 508 C68 S63 1984	Smith, Eric. *A Dictionary of Classical Reference in English Poetry*. Totowa, NJ: Barnes & Noble, 1984. Smith's *Dictionary* identifies and describes characters, place names, events, authors, and gods and goddesses from classical literature. Under each identification are references to the works of some 80 English poets, pinpointing where in the works the item is referred to. Neither the entire poem nor the relevant line is reprinted in this work.

LANGUAGE DICTIONARIES

The dictionaries above are subject dictionaries; those that follow are dictionaries of a language. Some simply offer a translation of words from one language to another; others also contain information on the history of a word or its usage.

REF PA 445 E5 L7 1889e	Liddell, Henry George. *An Intermediate Greek-English Lexicon*. Oxford: Oxford University Press, 1889. *An Intermediate Greek-English Lexicon* is an abridgement of a more extensive work. It gives the English equivalent of Greek words without discussing derivation or citing examples of usage.

REF PA 2365 E5 C33 1977	*Cassell's New Compact Latin-English, English-Latin Dictionary*. New York: Macmillan, 1977.
REF PA 2365 L3 C3 1960	*Cassell's New Latin Dictionary, Latin-English, English-Latin*. New York: Funk & Wagnalls, 1960.

BIBLIOGRAPHIES

Bibliographies are compilations of works published in a certain field or on a certain topic. They can be used to identify and locate materials on your subject.

REF Z 7018 T7 E85	Parks, George B. *The Greek and Latin Literatures. (The Literatures of the World in English Translation. A Bibliography*. Volume 1.) New York: Ungar, 1968. A bibliography of the Greek and Latin literatures, broadly defined to include not only *belles lettres* or imaginative literature, but history, criticism, philosophy, theology, and law; in short all those works which help us understand the literature or the civilization which created it. Books listed include background books, literary histories and studies, collections, and books by individual authors.
REF Z 7018 T7 E87 1968	Smith, F. Seymour. *The Classics in Translation: An Annotated Guide to the Best Translations of the Greek and Latin Classics into English*. New York: B. Franklin, 1968. This is a classified index to Greek and Roman works available in English before 1968. There are sections for general reference and background, Greek and Roman literature, Greek literature (divided by time period), and Latin literature (also divided by time period).
REF Z 7023 C58 1977	Donlan, Walter. *The Classical World Bibliography of Greek Drama and Poetry*. (Garland Reference Library of the Humanities). New York: Garland, 1978. Reprints from surveys done for the *The Classical Weekly* from 1953 to 1976, on Homer, the Greek lyric poets, and the major Athenian dramatists.

REF Donlan, Walter. *The Classical World Bibliography of Roman Drama*
Z *and Poetry and Ancient Fiction. (Garland Reference Library of the*
7026 *Humanities)*. New York: Garland, 1977.
C53 Like its companion volume noted above, *The Classical World*
Bibliography of Greek Drama and Poetry, this volume on Roman
drama, poetry, and ancient fiction, consists of reprints of literary
surveys done for *The Classical Weekly*, this time from 1950 through
1975. Some deal with a particular author, some with a genre; those
on a single author detail the various editions and translations of the
works. The final essay in the volume is a survey of periodical articles
on methods and techniques of teaching the classics in translation.

BIOGRAPHICAL SOURCES

Biographical sources present information on people's lives.

REF Bowder, Diana, ed. *Who Was Who in the Greek World 776 B.C. - 30*
DF *B.C.* Ithaca NY: Cornell University Press, 1982.
208 A companion volume to *Who Was Who in the Roman World*, listed
W48 below. It includes both Greeks and non-Greeks, all "notable
1982 personages who appear in the history of the period covered." Like its
companion volume, it is heavily illustrated.

REF Bowder, Diana, ed. *Who Was Who in the Roman World 753 B.C.-*
DG *A.D. 476*. Ithaca NY: Cornell University Press, 1980.
203 According to its editor, this book attempts to include "all historical
W46 and cultural figures of importance" for the time period covered.
Maps, illustrations, and bibliographic references add to its usefulness.

REF Grant, Michael. *Greek and Latin Authors 800 B.C. - A.D. 1000.*
PA New York: H.W. Wilson, 1980.
31 Authors of importance --370 of them-- during the period 800 B.C. -
G7 A.D. 1000 are listed and their lives and works discussed. Major
authors receive expanded treatment.

JOURNALS THAT FOCUS ON CLASSICAL STUDIES

The Auraria Library owns only a few journals which focus exclusively on the classics. However, material in periodicals can be found in other ways. First, nearby libraries own additional titles in the field; some of those owned by University of Colorado at Boulder are listed below. You may use the CARL system to find out what journals are owned by other libraries: access the appropriate database for the library you are interested in, and do a **<W>ORD** search with the words **Classical** and **Periodicals**.

Second, some articles on the classical world and on classical literature may not be in specifically focused classics journals, but may instead be in history or literature journals. You may use periodical indexes to identify these articles. See the section below, **Indexes and Abstracts**.

You may use your school ID from Auraria to use materials at many other libraries in the area. Ask at the Circulation Desk for details. Or you may ask us to obtain copies of articles from other libraries for you. See the Interlibrary Loan Department for information.

PERIODICALS AT THE AURARIA LIBRARY

PERIOD PA 1 C5	*Classical Philology*. Holdings: v. 55(1960) - v. 74 (1979) microfilm; v. 73 (1978)- v. 74 (1979) bound.
PERIOD PA 1 C56	*The Classical Journal. Holdings*: v. 56 (1960) - v. 78 (1983) microfilm; v. 79- (1983)- microfiche. Current issues at Periodicals.

PERIODICALS AT UNIVERSITY OF COLORADO AT BOULDER

PERIOD DE 1 C64	*Classical Antiquity*, v.1 (1982)-
PERIOD DE 1 G72	*Greece and Rome*, v. 10- (1954)-
PERIOD PA 1 C5	*Classical Philology*, v. 1 (1906)-
PERIOD PA 1 C6	*Classical Quarterly*, v.1 (1907)-
PERIOD PA 1 C7	*The Classical Review*, v.1 (1887)-
PERIOD PA 1 H34	*Helios*, v.7 (1979/80)-
PERIOD PA 1 I43	*Illinois Classical Studies*, 1976-1988.
PERIOD PN 883 C547	*Classical and Modern Literature*, v.5 (1988)-
PERIOD 405 C056	*The Classical Journal*, v.1 (1905)-
PERIOD 405 C563	*Classical Weekly*, v.1 (1907)-
PERIOD 480.5 C569	*The Classical Outlook*, v. 22 (1936)-
PERIOD 880.5 C569	*Classical Bulletin*, v. 4 (1927)-

INDEXES AND ABSTRACTS

Periodical indexes allow you to identify articles in magazines and journals on your particular topic. Many periodical indexes exist, each one covering a particular time period and subject area. By looking up your subject in an index, you can compile a list of articles about that topic. The index will tell you exactly what you need to know in order to locate those articles: the title of the article, author, name of the periodical, volume, issue, pages and date.

Indexes are available in a variety of formats:

a. **Print Format**

These are shelved in call number order in the Indexes area.

b. **Through the CARL System**

For very recent articles, written from approximately 1988 to the present, you may also use two databases on the CARL system: **UnCover** and **Magazine Index**. For information about using these databases, see **CARL Computerized Information System** above, or consult the Library Use Guide "**UnCover: Access to Articles through CARL.**"

c. **On CD-ROM Discs**

While most periodical indexes are in print form, some are now also available on CD-ROM. Others exist only in CD-ROM, rather than in book form. Ask at the reference desk for assistance in identifying CD-ROMs helpful to your topic.

For help in identifying which indexes would be most helpful for your topic, whether in printed form, on the CARL system, or in CD-ROM, consult a librarian at the Reference Desk.

Some indexes specifially useful for the study of classics are listed below.

INDEX AI 3 H53	*Humanities Index*. New York: H.W. Wilson. Holdings: April 1974- . *Humanities Index* is an author-subject index to periodical articles in the field of humanities. It indexes articles in such magazines of classical studies as *Classical Quarterly* and *Journal of Hellenic Studies*.

NOTE: For indexing in the field of humanities before 1974, use the two indexes listed next, both of which are forerunners of *Humanities Index*.

INDEX
H
1
S62

Social Sciences and Humanities Index. New York: H.W. Wilson. Holdings: April 1965 - March 1974.
Social Sciences and Humanities Index is an author-subject index to periodical articles in the humanities for the time period 1965-74. *Humanities Index* is the continuation of this title.

INDEX
H
1
S62

International Index to Periodicals. New York: H.W. Wilson. Holdings: 1907- March 1965.
Use *International Index to Periodicals* to locate periodical articles on classical studies from 1907-1965. It predates *Social Sciences and Humanities Index*.

INDEX
Z
5055
U5
A53

Comprehensive Dissertation Index. Ann Arbor MI: University Microfilms Inc., 1972- .
This is an index to doctoral dissertations written in the United States from 1861 to the present. The basic set covers dissertations written between 1861 and 1972; a ten year update covers 1973-1982 and a five year update 1983-1987. Yearly supplements update the set. The set is arranged by academic disciplines, with separate volumes for such areas as Mathematics and Statistics and Language and Literature. Each area is arranged by subject and there is an author index as well.

Abstracts of the dissertations are available at the Auraria Library on microfilm and microfiche, in the Periodicals Department.

MEDIA

The Auraria Library has many media items concerning the classical world which can add to your understanding and appreciation of the subject. Some present information about classical civilization; others are presentations of classical drama. All media is located in the Media Distribution Department on the first floor of the library.

MEDIA
VIDEO-
RECORDING
CB
245
W47
1989

The Rise of Greek Civilization: Greek Thought. Santa Barbara CA: Intellimation, 1989.
1 videocassette. One of a series of lectures heard on PBS covering the origins of Western civilization. Explores the growth of philosophy and democracy in Greece, which laid the foundations for our present system.

MEDIA VIDEO- RECORDING DE 86 G74 1988	Burstall, Christopher. *The Greek Beginning*. Princeton NJ: Films for the Humanities, 1988. 1 videocassette. An introduction to Greece and the Greeks, covering the period from the Mycenaean Age in 1300 B.C. to the death of Alexander the Great in 323 B.C. It sets out the principal historical landmarks and presents some of the work of the most important Greek writers, philosophers, historians, and politicians of the period. Conversations with Greek scholar Kenneth Dover are interspersed with photographs of ancient Greek sculpture, artifacts, and ancient buildings.
MEDIA VIDEO- RECORDING DE 86 L4 1985	*Legends of Greece and Rome*. Princeton NJ: Films for the Humanities, 1985. 1 videocassette, which introduces the principal Greek and Roman legends. Examines the differences between Greek legends, which combine victory with difficulty and loss, with those of Rome, which place nationalism, heroism, and virtue above any personal human ties.
MEDIA VIDEO- RECORDING DF 76 M56 1988	Burstall, Christopher. *The Minds of Men*. Princeton NJ: Films for the Humanities, 1988. 1 videocassette. A detailed look at the life and teachings of the Socrates and his pupil Plato, and at the world of the two founding fathers of history--Herodotus and Thucydides. Their work exemplifies the vital curiosity of the Greeks about the wellspring of human behavior, the nature of man, and his place in the world around him. Conversations with Greek scholar Kenneth Dover are interspersed with art works, scenes from modern Greece and ancient ruins, and dramatized scenes and monologues.
MEDIA VIDEO- RECORDING DF 78 C52 1988	Burstall, Christopher. *The Classical Age*. Princeton NJ: Films for the Humanities, 1988. 1 videocassette, surveying the accomplishments of the Greek classical age from 500 B.C. to the death of Alexander in 323 B.C., including Greek art, literature, and philosophy, linking the classical age to basic elements of Western civilization.
MEDIA VIDEO- RECORDING N 5300 A68 1989	*Art of the Western World*. Santa Barbara CA: The Annenberg/CPB Project, 1989. 9 videocassettes, providing a panorama of 2000 years of architecture, painting, and sculpture, from the classical ideal through contemporary times. Studies the art masterpieces as reflections of the Western culture that produced them.

MEDIA VIDEO- RECORDING PA 3052 H47 1988	Burstall, Christopher. *Heroes and Men*. Princeton NJ: Films for the Humanities, 1988. 1 videocassette, which discusses the *Iliad* and *Odyssey* of Homer, the blind epic poet, and of Aeschylus, the world's first dramatist, author of the *Oresteia*.
MEDIA VIDEO- RECORDING PA 3973 M4 S7 1986	Euripides. *Medea*. New York: New York Greek Drama Company, 1986. 1 videocassette. Based on Greek mythology, this is a dramatization of Medea's murder of her two children as revenge against Jason, her unfaithful husband. With scholarly analysis.
MEDIA VIDEO- RECORDING PA 4414 A7 T38 1988	Sophocles. *Antigone*. Princeton NJ: Films for the Humanities, 1988. 1 videocassette. The Greek tragedy of Sophocles in which King Creon orders Antigone's death for burying her slain brother against the King's desire.
MEDIA VIDEO- RECORDING PA 4414 O7 T3 1988	Sophocles. *Oedipus the King*. Princeton NJ: Films for the Humanities, 1988. 1 videocassette, a release of a 1987 production with Claire Bloom and Sir John Gielgud. This play recounts the story of Oedipus, King of Thebes, a man who out of stubborn pride must know the truth at all costs.
MEDIA VIDEO- RECORDING PA 4414 O7 Y4 1988	Sophocles, *Oedipus Rex*. New York: Corinth, 1988. 1 videocassette. Filmed version of Sophocles's tragedy. Performed in masks.

HOSPITALITY, MEETING PLANNING & TRAVEL ADMINISTRATION RESOURCES

This guide outlines access points and selected major resources which are available at the Auraria Library.

1. CARL COMPUTER SYSTEM

Texts, reference books, media, many government publications, indexes and periodicals may be located by **WORD, NAME**, or **BROWSE by call number** in the CARL (Colorado Alliance of Research Libraries) computer system. In WORD searching, any word you might think of for your subject may be used, but for the most effective use of CARL you may wish to consult the *Library of Congress Subject Headings*, located near the CARL terminals.

2. BIBLIOGRAPHIES

Bibliographies provide a list of resources (books, articles, etc.) on a subject. Bibliographies may be entire books or may appear at the end of articles, books or book chapters. Examples of book-length bibliographies are:

REF G 155 A1 E5 1988	Enggass, Peter M. *Tourism and the Travel Industry: An Information Sourcebook*. Phoenix: Oryx Press, 1988. "Intended for use by business and management personnel, librarians, and... academic institutions that teach pre-professional and professional courses" in the areas of tourism and the travel industry, this sourcebook provides references to "domestic and international aspects, economic and cultural impacts, planning, development and future [trends]."
G 155 A1 Z95 1980	Goeldner, Charles R., and Karen Dicke. *Bibliography of Tourism and Travel Research Studies, Reports and Articles*. 9 volumes. Boulder: University of Colorado, Graduate School of Business Administration, Business Research Division in cooperation with the Travel Research Association, 1980. An annotated bibliography of studies, surveys, statistical abstracts, fact books, articles, etc. Topics include general economics, international tourism, lodging, recreation, transportation, advertising, planning, and visitor statistics.

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REF TX 911 Z9 L57 1990	*A Literature Guide to the Hospitality Industry.* New York: Greenwood Press, 1990. This guide serves as a "'review of the literature' in the hospitality field."
REF TX 911 Z9 N57 1988	Nixon, Judith M. *Hotel and Restaurant Industries: An Information Sourcebook.* Phoenix: Oryx Press, 1988. Bibliography of books and journals available in the United States related to the hospitality industry. Emphasis has been placed on material published in the 1980's.

3. PERIODICAL INDEXES

For the most current information on your research topic, read periodical (magazine and journal) articles. To find appropriate articles, you'll need to consult one or more of the periodical indexes listed below.

Besides examing the following periodical indexes, you may want to try ABI/Inform or Business Newsbank, two CD-Rom products. Ask the staff at the Reference Desk for directions to the CD-ROM work stations. You may also wish to research your topic in UnCover, an articles database in the CARL computer system. The Library Use Guide "UnCover: Access to Articles Through CARL" gives directions on how to enter this database as well as how to find the articles you need in the database.

INDEX HF 5001 B983	*Business Periodicals Index*. New York: H. W. Wilson, 1958- . (Prior to 1958 this information was indexed in *Industrial Arts Index* (Index TA 145 A6). A subject index to articles in business and trade periodicals and the basic index to business periodicals literature. A separate section indexes book reviews. No author indexing is provided.

INDEX
TX
911.3
M27
L6

Lodging and Restaurant Index. West Lafayette: Restaurant, Hotel, and Institutional Management Institute, Purdue University, 1985- . Subject listing to articles found in over 40 trade and research periodicals in the hospitality industry. The following journals, all found in the Auraria Library, are indexed in this index, and no other printed index:

- Bottomline
- Executive Housekeeping Today
- Hospitality Law
- Hotel/Motel Security and Safety Management
- Hotels
- Lodging
- Meetings & Conventions
- Nation's Restaurant News
- Restaurants and Institutions
- Successful Meetings

INDEX
AI
3
R48

Readers' Guide to Periodical Literature. New York: H.W. Wilson, 1905- .
Indexes about 160 U.S. periodicals of broad, general, and popular character. Many articles describing specific places and travel, restaurants, and foods are included.

4. GOVERNMENT PUBLICATIONS INDEXES

There are indexes to government agency publications of federal, state, local, United Nations, and foreign governments. Many of these indexes are included in the Library's guide to government publications indexes. Two major indexes to U.S. Government publications are included here.

INDEX
HA
205
A46

American Statistics Index. Washington, D.C.: Congressional Information Service, 1973- . (Monthly with annual cumulations).
Detailed indexing of statistical data in U.S. government publications, including periodicals and reference resources. The Library's government documents collection has many of these publications, especially since 1978. The Library also has many reports on ASI microfiche from 1973-79, and 1982- .

INDEX
J
83
U5

Monthly Catalog of U.S. Government Publications. Washington, D.C.: U.S. Government Printing Office,
1895- .
A major index to U.S. government publications. Provides the broadest coverage of any index to U.S. government publications. Access is primarily by subject, author, title, and series report number.

5. DICTIONARIES, ENCYCLOPEDIAS, & HANDBOOKS

REF G 155 A1 M443 1990	Metelka, Charles J., ed. *The Dictionary of Hospitality, Travel, and Tourism*. 3rd edition. Albany: Delmar, 1990. Gives brief definitions of terms useful in the travel and tourism field.
REF TX 349 M613 1988	Montagne, Prosper. *Larousse Gastronomique: The New American Edition of the World's Greatest Culinary Encyclopedia*. New York: Crown, 1988. Dictionary-type descriptions of food, beverages, and cooking terms.
REF G 155 A1 C65 1988	Vladimir, Andrew. *The Complete Travel Marketing Handbook*. Lincolnwood, IL: NTC Business Books, 1988. Description of marketing in the fields of travel and tourism. Chapter topics vary widely. Examples include airline marketing, Amtrack, tourist allure of New York City, and Cancun as a planned resort development.
REF G 63 W67 1988	*Worldmark Encyclopedia of the Nations*. New York: Worldmark Press, 1988. A 5 volume encyclopedia divided by continents. Condensed factual information is given for each country.

6. GEOGRAPHICAL GUIDES

There are numerous atlases in the reference collection and maps at the Reference Desk and in the map cabinets. The Library has some travel guides and numerous geographic handbooks and encyclopedias which provide data on individual countries. The Library Use Guide "Business Resources: International Marketing" provides a good list of resources on foreign countries.

7. DIRECTORIES

REF HF 5068 D4 C6 (at Ref. Desk)	*Contacts Influential*. Denver: Influential Contacts. (Annual) A directory of nearly all Denver firms. Access is provided by company name, SIC code, key executives, zip code, and telephone number. Information given for each firm includes address, telephone number, principal executives, SIC code, number of employees, and type of office (i.e., headquarters, branch, or local).
REF T 12 C6	*Directory of Colorado Manufacturers*. Boulder: University of Colorado. (Annual) A list of Colorado manufacturers, which gives company name, address, principal officers, product areas, and employee size.
REF AS 22 E5	*Encyclopedia of Associations*. Detroit: Gale. (Annual) An annotated directory to U.S. and international organizations. Information includes address, telephone number, date founded, membership size, publications and regular meetings of each association.
REF TX 907 O21	*OAG Business Travel Planner*. North American edition. Oak Brook, IL: Official Airline Guides, Inc. (Quarterly) Directory of hotels and motels in the U.S. as well as Canada, Mexico, and the Caribbean. Information provided includes name, address, telephone number, number of rooms, rates, type of location, and Mobil Travel Guide quality ratings.
REF TX 907.5 E85 O24	*OAG Travel Planner*. European edition. Oak Brook, IL: Official Airline Guides, Inc. (Quarterly) Similar in format to the *OAG Business Travel Planner*, this directory provides much the same information for European hotels and motels.
REF TX 907 O22	*Official Meeting Facilities Guide*. New York: Ziff-Davis. (Semi-annual) A directory of meeting sites, areas and convention centers. Information includes description of the area, specific facilities, rooms, location, transportation, accommodations, meeting equipment and support services available. Some foreign coverage is included.

MICRO- FICHE HE 8811 P47	*PHONEFICHE.* A microfiche collection of telephone books of American cities over 100,000 population and all state capitals. Both white pages and yellow pages are included.
REF HF 54 U5 P74	*Principal International Businesses.* New York: Dun and Bradstreet. (Annual) This world marketing directory presents up-to-date information on approximately 50,000 leading enterprises in 133 countries throughout the world.
REF HG 4057 A4	*Standard and Poor's Register of Corporations, Directors, and Executives.* New York: Standard and Poor's. (Annual) A three-volume directory of major U.S. firms. Volume I gives company address, telephone number, principal officers and directors, SIC codes, products, employee size, and sales volume. Volume II provides biographies of key executives. Volume III provides indexes by SIC code and by geographical location.
REF G 155 A1 T6565	*Travel Industry World Yearbook.* (Also called: *The Big Picture).* New York: Child & Waters. (Annual) "*The Big Picture* attemps to provide the world's tourism industry with both information and knowledge," presenting not only facts and figures but also an overview and analysis. Tourism developments in U.S. cities and states are noted and analyzed in some depth, but not to the exclusion of travel performance in foreign nations. Most recent edition in Reference; look for all earlier editions in the circulating collection on the second floor.

8. STATISTICS

REF G 155 A1 T6557 1989	Baron, Raphael Raymond V. *Travel and Tourism Data.* Phoenix: Oryx Press, 1989. Chapter seven is a compilation of data and estimates on tourism flows into 215 countries of the world, length of stay and tourist expenditures in these countries.

COLO GV 854.8 N58 G63	*Economic Analysis of North American Ski Areas.* Boulder: Business Research Division, Graduate School of Business Administration, University of Colorado. (Annual) An example of the numerous ski and travel studies done by CU-Boulder's Business Research Division. Most recent edition in Colorado Collection; look for all earlier editions in the circulating collection on the second floor.
REF G 155 U6 E32	*The Economic Review of Travel in America.* Washington, D.C.: U.S. Travel Data Center. (Annual) Did you know that in 1988, travel spending in America by U.S. residents and foreign travelers equaled 6.4 percent of the country's gross national product? Did you know that U.S. travelers spend more in the South Atlantic region than any other U.S. region, followed closely by travel spending in the Pacific region? These are but two pieces of data out of literally hundreds of statistics to be found in this annual report.
REF TX 909 A1 H3	*Trends in the Hotel Industry.* New York: Pannell Kerr Forster. (Annual) Provides statistics useful to financial and management planning, such as percent occupancy, revenues, financial ratios, and expenses. (Library does not acquire this title every year.)
REF HF 5429.3 C4	U.S. Bureau of the Census. *Census of Retail Trade.* Washington, D.C.: U.S. Government Printing Office. (Every five years) Contains extensive statistics on restaurants under the term "eating places" (SIC 5812).
REF HD 9981.4 C46	U.S. Bureau of the Census. *Census of Service Industries.* Washington, D.C.: U.S. Government Printing Office. (Every five years) Provides extensive statistics on hotels, motels and other lodging places, and on travel agencies, tour operators and related services.
REF HA 202 A36	U. S. Bureau of the Census. *County and City Data Book.* Washington, D.C.: U.S. Government Printing Office. (Every five years) Contains statistics on every U.S. county, metropolitan statistical area, and city over 10,000 and limited data on places over 2,500 population. Statistics cover land area, demographics, employment, public assistance, income, housing, manufacturing, wholesale and retail trade, selected services, mineral industries, agriculture, government revenues, elections, and crime.

REF HA 202 A2	U.S. Bureau of the Census. *Statistical Abstract of the United States.* Washington, D.C.: U.S. Government Printing Office. (Annual) An excellent collection of statistical data on the U.S. Each table is footnoted, so the source also provides an index to other statistical sources.

9. COMPUTER-ASSISTED RESEARCH

Computer access to numerous business information sources is available at Auraria Library. For more information regarding this service and its costs, ask at the Reference Desk.

DLC rev 6/91

HRAF: HUMAN RELATIONS AREA FILES

The Human Relations Area Files archive (HRAF) is a collection organized to provide both historic and contemporary descriptive information on over 330 different cultural, ethnic, religious, and national groups around the world. The information in HRAF comes from thousands of books, dissertations, government documents, journal articles and unpublished reports.

HRAF AT THE AURARIA LIBRARY

The HRAF collection at the Auraria Library is located in the Periodicals Department. The collection is on microfiche under the call number GN4. Keep in mind that the Auraria Library owns only about 12% of the entire HRAF collection. If you are going to be using HRAF extensively, we recommend that you go to the University of Colorado at Boulder since it has the complete collection. (For more information on using the HRAF collection at CU-Boulder, see p. 4 of this guide.)

HOW TO USE THE HRAF ARCHIVE AT THE AURARIA LIBRARY:

Locate these books in the **INDEX** section:

Outline of World Cultures GN42 H85 1983

Outline of Cultural Materials GN345.3 O95 1982

HRAF Files Available at the Auraria Library GN42 H85 (Yellow folder)

1. Locate the culture or cultures which interest you in the list of *HRAF Files Available at the Auraria Library* and write down the letter/number code for the culture(s). (For example, NT17 is the code for the Taos Indians in New Mexico.) If you want more information on the culture, use the *Outline of World Cultures*.

2. Locate your topic or topics in the index at the back of the *Outline of Cultural Materials* (OCM) manual. Write down the index category number (for example, 581 for family relationships), then check the category description in the text of the OCM to make sure the index item you have selected covers your topic.

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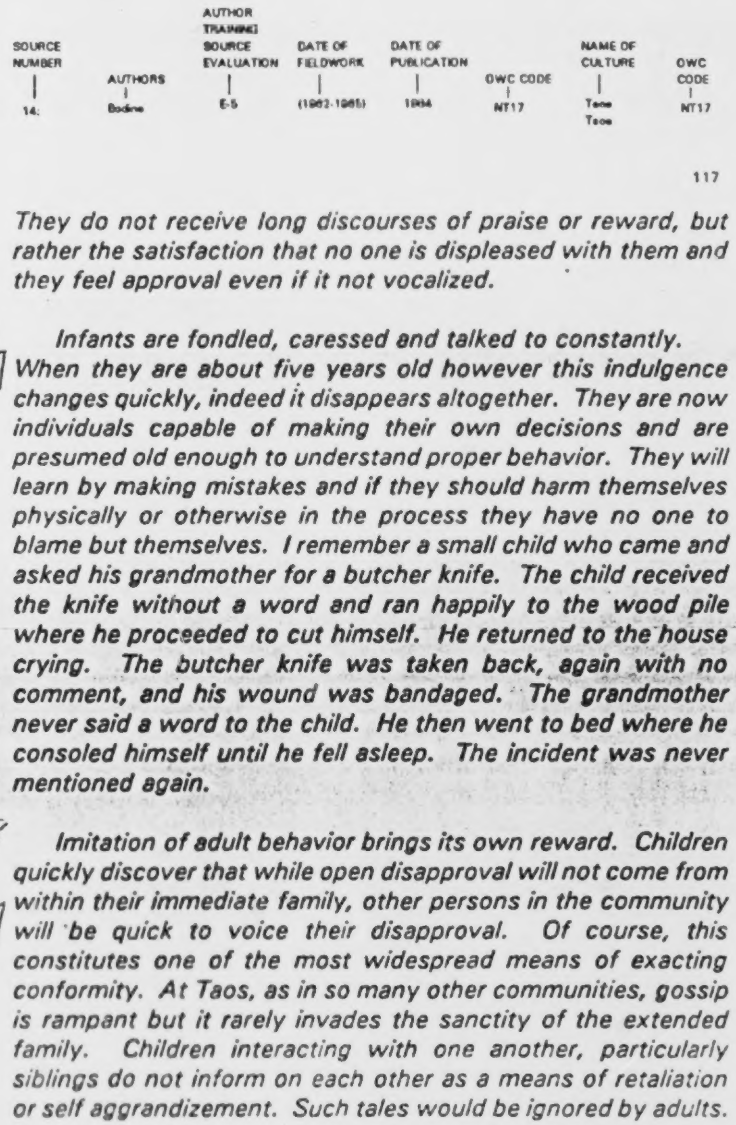
3. Go to the HRAF microfiche collection in the Periodicals Department. The microfiche number you will need consists of the two numbers you found in steps 1 and 2. For instance, if you wanted information on family relationships of the Taos tribe, the microfiche number would be NT17 581.

UNDERSTANDING THE MICROFICHE

When looking at the fiche, you can glean a lot of information just from the top line. On the following page is a guide to HRAF codes used in the fiche.

Sample microfiche page:



SOURCE NUMBER	AUTHORS	AUTHOR TRAINING SOURCE EVALUATION	DATE OF FIELDWORK	DATE OF PUBLICATION	OWC CODE	NAME OF CULTURE	OWC CODE
14:	Bodine	E-5	(1962-1965)	1964	NT17	Taos Taos	NT17

117

861 *They do not receive long discourses of praise or reward, but rather the satisfaction that no one is displeased with them and they feel approval even if it not vocalized.*

866 *Infants are fondled, caressed and talked to constantly.*
[855] *When they are about five years old however this indulgence changes quickly, indeed it disappears altogether. They are now individuals capable of making their own decisions and are presumed old enough to understand proper behavior. They will learn by making mistakes and if they should harm themselves physically or otherwise in the process they have no one to blame but themselves. I remember a small child who came and asked his grandmother for a butcher knife. The child received the knife without a word and ran happily to the wood pile where he proceeded to cut himself. He returned to the house crying. The butcher knife was taken back, again with no comment, and his wound was bandaged. The grandmother never said a word to the child. He then went to bed where he consoled himself until he fell asleep. The incident was never mentioned again.*

868 *Imitation of adult behavior brings its own reward. Children quickly discover that while open disapproval will not come from within their immediate family, other persons in the community*
[626] *will be quick to voice their disapproval. Of course, this constitutes one of the most widespread means of exacting conformity. At Taos, as in so many other communities, gossip is rampant but it rarely invades the sanctity of the extended*
593 *family. Children interacting with one another, particularly siblings do not inform on each other as a means of retaliation or self aggrandizement. Such tales would be ignored by adults.*

BEST COPY AVAILABLE

Source number -- The number of the source from which the page is taken. (Useful when citing document in your bibliography.)

Author's last name

Author's Training -- The professional background of the author.

A - Archaeologist, Antiquarian
B - Folklorist
C - Technical Personnel
D - Physician, Physical Anthropologist
E - Ethnologist
F - Foreign Resident
G - Government Official
H - Historian
I - Indigene
J - Journalist
K - Geographer
L - Linguist
M - Missionary, Clergy
N - Natural Scientist
O - Lawyer
P - Psychologist
Q - Humanist, writer, editor
R - Artisan
S - Social Scientist, other than designated
T - Traveler
U - Unknown
V - Political Scientist
W - Organizational Documents
X - Economist, Manager
Y - Educator
Z - Sociologist

Source Evaluation - Information about whether the source contains primary or secondary data or both and an evaluation of the quality of the data:

1 - poor source
2 - fair source
3 - good, useful source, but not uniformly excellent
4 - excellent secondary data such as compilations or interpretations based on primary data.
5 - excellent primary data such as travelers' accounts, ethnographies, legal documents, autobiographies, etc.

Date of Field Work - The time period when the data were actually collected through direct contact with the people studied. Sometimes a second date is included beneath the date of field work. This is the **DATE OF COVERAGE**, which indicates the time period to which data on the page apply.

Date of Publication - The date of publication of the source.

OWC Code - This first OWC code for the culture described on the page tells in which file the full text pages are stored.

Name of the Culture - The name of the cultural group described on the page.

OWC Code - This second OWC code (which is usually the same as the first one) tells in which file the file pages are stored.

The numbers running down the side of the page as shown in the sample file page are the OCM subject category code numbers for the information contained on the page. The codes are generally placed next to the section of text to which they pertain. Occasionally you will find some numbers in brackets, such as [581]. The brackets indicate that only a small amount of information on that topic appears on the page.

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CITING HRAF IN A BIBLIOGRAPHY:

Since the HRAF archive contains information that has usually been published elsewhere before being put in the files, the citation needed for your Bibliography or Works Cited page is more complicated than most citations. However, HRAF provides the information you need in section 111 of the HRAF file on your culture. (For instance, to find the bibliography information for the Taos Indians, the microfiche call number would be NT17 111.) Once you locate section 111 of your culture in the microfiche, use the source number (see previous page) and the author's last name to find the information for the citation. Use your preferred citation style, but, at the end of the citation, add: (Located in the HRAF Archive.)

FINDING THE FULL TEXT OF DOCUMENTS IN HRAF:

To find the full text in page number order of uncopyrighted HRAF documents, find the section of the set labeled 116. (For example, the microfiche call number to find the full text of documents concerning the Taos Indians would be NT17 116.) Use the source number (see previous page) and the author's last name to locate the document.

To find the full text of copyrighted documents used in the HRAF collection, find the citation in section 111. Then use the CARL computer system to locate the text in the Auraria Library or another nearby library. If the text is not available nearby, request it through Interlibrary Loan or talk to a librarian at the Reference Desk.

HRAF at Norlin Library, University of Colorado at Boulder:

Norlin Library at the University of Colorado at Boulder has the complete HRAF collection in the main reference department. Approximately half of the collection at CU-Boulder is in paper, the other half in microfiche. In order to use the collection, you must first take a half-hour class on the HRAF filing system. These classes are offered several times a week. Call 492-7521 to find out exact times. Once you have taken the class, you can use the HRAF collection any time the main library reference department is open.

FOR MORE INFORMATION ON THE HRAF COLLECTION:

INDEX GN 42 H86	Lagace, Robert O. *Nature and Use of the HRAF Files: A Researching and Teaching Guide*. New Haven, CT: Human Relations Area Files, Inc., 1974.

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HUMANITIES - MICROFORM COLLECTIONS

The Auraria Library owns many microfilm collections of particular interest to students and scholars in the humanities. Below is a partial, annotated list. All these collections are available in the Periodicals/Microforms section of the Library, in the northeast corner of the first floor.

Micro
AP2
A53

American Periodical Series: 1741-1900. Ann Arbor: University Microfilms, 1969.
This is a collection of periodicals published in the United States between 1741 and 1900, about 1,100 periodicals in all. It is divided into three parts: APS I contains 88 periodicals published in the 18th century; APS II contains 923 periodicals published between 1800 and 1850; and APS III contains 117 periodicals published between 1850 and 1900. In addition to each title being listed in the microforms card catalog, there is a printed index to the collection (available with the periodical indexes, Index AP2 A49), arranged by title, subject, editor, and reel number.

Micro
E169.1
A47194

American Culture Series: 1493-1875. Ann Arbor: University Microfilms 1974.
The titles included in this collection of early American books and pamphlets, published between 1493 and 1875, are most of those listed in David R. Weiner's Bibliography of American Culture. There are 653 reels of microfilm. Like the APS materials, these items are listed in the microforms card catalog. There is also a printed index to the collection (available with the periodicals indexes, Index E169.1 A47194), which lists the items by author, title, subject, and reel number.

Micro
E185
N48

Schomburg Collection of Negro Literature and History. New York: 3M IM Press.
This is a collection of books, pamphlets, and periodicals relating to black life and history. The microfilm consists of 527 reels, and is a portion of the Schomburg collection on black history at the New York Public Library. Items are listed in the microforms card catalog under title, author, and subject; there is also a printed index to the entire New York Public Library Schomburg collection in the Reference department (Ref Z881 N592 S35).

Micro
HA1121
H5

The History of Women. New Haven, Connecticut: Research Publications, Inc., 1975.
Included in this collection are books, pamphlets, manuscripts, photographs, and periodicals relating to women, published from the 18th century to 1920. Items are listed in the microforms card catalog by author, title, and subject; there is also a printed index (Index HQ1121 H5).

Micro
HQ1410
H47

Herstory: Women's History Collection. Wooster, Ohio: Bell and Howell, 1973.
The materials in this collection are from the collection of the Women's History Library in Berkeley, California. They include journals, newspapers, and newsletters from women's liberation organizations, and from women's civic, religious, professional, and peace organizations. This material is not listed in the microforms card catalog, but there is a printed index in the periodical index collection (Index HQ1410 H472). The printed index lists the material by reel number and by title.

Micro
PN5124
P4
F6

Focus on English Literature. Ann Arbor: University Microfilms, 1974.
This collection consists of 139 reels and includes literary, artistic, and humorous magazines of the 18th and 19th centuries. There is no printed index, but the materials are listed by title in the microforms card catalog. One title included is Samuel Johnson's The Rambler.

Micro
PN5124
P4
T9

Two Centuries of British Periodicals. Ann Arbor: University Microfilms, 1974.
This is another collection of 18th and 19th century periodicals. There are 266 reels of microfilm, containing literary reviews, humor magazines, and magazines of social commentary. Again, there is no printed index, but the materials are listed by title in the microforms card catalog.

Micro
PS377
A5

American Fiction, 1774-1850. New Haven, Connecticut: Research Publications, Inc., 1969.
This collection of 1400 reels contains all the obtainable titles cited by Lyle H. Wright in his three bibliographies: American Fiction, 1774-1850, 1851-1875, and 1876-1900. There are approximately 11,000 items included. Items are not listed in the microforms card catalog, but there is an author index to the collection with the periodical indexes (Index PS377 A52).

ft 09/85
pl4

INVESTIGATIVE JOURNALISM: USEFUL SOURCES

Investigative journalists can work in many fields. Stories about business, about the environment, about government policies, all need to include accurate factual and statistical information. Any area of the library can house useful material, depending on what subject the investigative journalist is exploring. Consult the Library Use Guide titled "Library of Congress Classification" for information on what library call numbers stand for what subjects. Using this outline, you can identify which areas of the Library will be most useful. For example, if you are doing a piece on higher education and need statistical information on numbers of students, you would want to consult books located in the "L" section of the Library, as L stands for education. If your topic concerns congressional legislation on education, you might also want to consult books in the "JK" area, for Congressional information.

Below are listed some reference sources in statistics, government, and law which should be useful for many areas of investigation.

REFERENCE SOURCES

Use Reference sources to locate specific information. Below are listed various areas of reference, identified by call letter, which may be of use to journalists.

1. A - MATERIAL TOO GENERAL TO BE CLASSIFIED IN A SPECIFIC AREA

Encyclopedias contain information on a variety of topics. Both **general** and **special subject** encyclopedias exist.

General encyclopedias seek to digest all of human knowledge in one publication, and contain articles on a variety of topics. Thus in a general encyclopedia such as *Encyclopedia Americana* or *World Book* you might find articles on the American Revolution, on genetic engineering, and on rain forests. Most general encyclopedias are in the Reference section, classed under AE.

Subject encyclopedias also contain articles on a variety of topics, but all articles relate to one subject area. For example, the library owns medical encyclopedias, a space and aviation encyclopedia, art encyclopedias, encyclopedias of rock music, and a variety of others. Information in these encyclopedias would relate only to the subject area of the encyclopedia.

Most subject encyclopedias are kept in the Reference section, classed with their subject. Thus medical encyclopedias would have call numbers beginning with the letter R, the designation for medicine; an encyclopedia on space would be classed in TL; an art one in N.

Almanacs contain factual information about people, places, and events. Among the almanacs owned by the library is:

REF AY 67 N5W7	*World Almanac and Book of Facts*. New York: Newspaper Enterprise Association, Annual.

2. D - NEWS DIGESTS

REF D 2 A7	Hudson, H.V., ed. *The Annual Register: World Events In...* Annual. London: Longman, 1965- . Collection of articles on events, countries, regions, and institutions. Articles are several pages long and are on more general topics than those in *Facts on File*, e.g., an article on the recent developments on opera or in sports.
REF D 410 F3	*Facts on File Yearbook*. New York: Facts on File, 1970- . Summarizes records, and indexes the news each week. Factual, up-to-date source for current events, national and foreign news, science, sports, medicine, education, religion, crime, books, plays, films, and people. Each weekly issue is indexed; a cumulative index is published each year.
REF D 839 E39	*Editorials on File*. New York: Facts on File, 1970- . Reprints editorials on a variety of subjects which were published in newspapers from across the country. It is published every two weeks. An excellent place to look for pro and con arguments on a subject.

3. HA - STATISTICS SOURCES

Statistical sources may be found in any area of the library, classed with other material on that subject. For example, statistics on health and medicine would most probably be in the "R" classification, with medical books; statistics on education would be in the "L" call number sequence. However, general books of statistics, covering more than one subject area, are generally classed in the "HA" call number range. A few are listed below.

a. GENERAL STATISTICS

REF HA 202 A2	*Statistical Abstract of the U.S.* Washington, D.C.: Department of Commerce, Bureau of the Census, Annual. Published annually. A compilation of tables on social, political, and economic organization of the U.S. Much national data is included, as well as information on states and cities. It is considered the standard summary of U.S. statistics. A good place to look first when looking for statistics.
REF HA 202 A36	*City and County Data Book*. Washington, D.C.: Department of Commerce, Bureau of Census, 1983. Statistics for both cities and counties on many subjects. Population, income, labor force are major subjects covered. Other topics include information on economics, housing, education, crime, and health.
REF HA 12.5 U63	*Statistical Yearbook*. Annual. 31st issue. New York: United Nations, 1981. Published in both French and English. Contains comparable data on many countries and regions of the world. Includes economic and social data.
REF HA 17 D45	*Demographic Yearbook*. Annual. U.N. Department of International Economic and Social Affairs. New York: 1964- . Written in French and English. Statistics by country: birth, death, marriage, divorce and migration.

b. CENSUS DATA

Census data is compiled by the U.S. Bureau of the Census, which completes a census every ten years. Census data is compiled by the U.S. Bureau of the Census, which completes a census every ten years. The most recent census was done in 1990, but very little of the data is yet available. When it does become available, the information from the 1990 census will be supplied in a variety of formats. Some of the information will be printed in books; some will be supplied on microfiche; and for the first time some will be on CD-ROM.

Three of the most used parts of the 1980 census, available in book form, are the following:

REF HA 201 1980 B87 v.1 Chap A	*Number of Inhabitants*. Washington, D.C.: Department of Commerce, Bureau of the Census, 1980.
REF HA 202 1980 B87 v.1 Chap C	*General Population Characteristics*. Washington, D.C.: Department of Commerce, Bureau of the Census, 1980.
REF HA 202 1980 B87 v.1 Chap D	*Detailed Population Characteristics*. Washington, D.C.: Department of Commerce, Bureau of the Census, 1980.

c. BIBLIOGRAPHY

REF HA 29 S787	*Statistics Sources*. 11th ed. Jacqueline Wasserman O'Brien and Steven R. Wasserman, eds. Detroit: Gale, 1988. Lists sources of statistical information on a variety of subjects. Most of the sources are publications (books and documents), but in some cases the address of an organization, government agency, trade or professional group, or international body which may provide information on a subject is noted. In these cases the organization does not publish its statistical data, but may be able to provide it if contacted. Arrangement of *Statistics Sources* is by subject.

4. J - POLITICAL SCIENCE

Information about the government, its structure, personnel, or activities is often necessary in preparing articles for publication. The sources described in this section provide such information.

a. GENERAL GOVERNMENT INFORMATION

REF. JK 421 A3	*U.S. Government Manual*. Washington, D.C.: Office of the Federal Register and National Archives and Records Administration, Annual. The official handbook of the federal government. It provides information on the agencies of the three branches of government, on quasi-official agencies, on international organizations in which the U.S. participates, and on various commissions and committees. Included in each entry is a history of the agency, a list of its major officials, a statement concerning its purpose, and a description of its principal activities.

b. EXECUTIVE BRANCH

REF J 81 B97	*A Compilation of Messages and Papers of the Presidents*. New York: Bureau of National Literature, 1984. Contains annual, special, and veto messages, proclamations, and inaugural addresses of U.S. Presidents in office from 1789 to 1984. A 20 volume set. The Library also has the *Public Papers* of Herbert Hoover, Harry S. Truman, Dwight D. Eisenhower, John F. Kennedy, and Gerald R. Ford, located in the Documents section, at Doc. GS4.113:, and the *Public Papers* of Jimmy Carter and Ronald Reagan, in the Reference section, at Ref J80 A283. These later *Papers* also include speeches. All the *Papers* are arranged chronologically.

c. LEGISLATIVE BRANCH

REF JK 1 C663	*Congressional Quarterly Almanac*. Washington, D.C.: Congressional Quarterly, Annual. Published annually. This is a digest of major legislation in Congress during the year. Under each topic, the *Almanac* summarizes and reviews Congressional debate on each relevant piece of legislation, committee action, and action on the floor. It also publishes presidential messages on various issues, details each individual congressperson's voting records on issues, and provides a list--with explanatory summary--of Public Laws from the year.
REF JK 1011 U53	*Congressional Directory*. Washington, D.C.: Government Printing Office. Annual. Contains biographical information on all members of Congress, information on Congressional committees, Congressional staff, and various government agencies. Lists of key personnel in government agencies are included.

5. K - LAW.

a. STATUTES.

REF KF 48 U53	*U.S. Code Congressional and Administrative News*. St. Paul, MN: West, Annual. Contains information about public laws, including the text of laws and legislative histories. Also includes the text of proclamations, executive orders, and regulations of government agencies.
REF KF 62 1926 U53	*U.S. Code Annotated*. St. Paul, MN: West, 1983 with updates. A compendium of U.S. Statutes, codified by subject. Reference is made to the appropriate public law number and to legislative history concerning the law. Updates to each volume are published periodically.
REF KF 70 A3	*Code of Federal Regulations*. Washington, D.C.: Office of the Federal Register, National Archives and Records Administration. The official compilation of regulations of government agencies, e.g., the Federal Aviation Agency, the Food and Drug Administration. As regulations are passed, they appear first in the *Federal Register*, kept at the Periodicals counter, and later are printed in the *Code of Federal Regulations*, kept in the Reference section. Indexed by subject.
REF KFC 1830 A21 1973	*Colorado Revised Statutes*. Denver, CO: Secretary of State of Colorado. The statutes of Colorado, as passed by the Colorado legislature. The laws passed in each legislative session are printed in the *Session Laws* (Ref KFC1825 C54) and then in *Colorado Revised Statutes*.

b. CASE LAW

REF KF 101 U52	*U.S. Supreme Court Reports Lawyer's Edition*. Rochester, NY: The Lawyers Cooperative Publishing Co. The text of decisions in cases heard by the U.S. Supreme Court. The earliest cases recorded, beginning in 1754, are cases heard by various colonial supreme courts. A brief summary of each case is provided. Indexing is by case name and by subject.
REF KF 135 P2	*Pacific Reporter*. St. Paul, MN: West. The text of cases heard before the Supreme Courts of fifteen Western states, including Colorado. As with the *Supreme Court Reports* (above), indexing is by case name and by subject.

PERIODICAL INDEXES

You might want to read earlier journalistic accounts of your subject. The indexes listed below will allow you to locate articles in newspapers and magazines on a specific topic.

1. NEWSPAPER INDEXES

Most major newspapers have their own indexes. The Auraria Library owns several; three are listed below. We own the newspapers as well, in all cases from the beginning of publication. The date below the call number indicates when the index began.

INDEX AI 21 D43 1979-	*Denver Post Index*. Ann Arbor, MI: University Microfilms, 1979- .
INDEX AI 21 N44 1851-	*New York Times Index*. New York: New York Times, 1851- .
INDEX AI 21 W3 1972	*Washington Post Index*. Woodbridge, CT: Research Publications, 1972- .
INDEX HT 151 N4	*Newsbank*. New Canaan, CT: Newsbank, Inc. An index to newspapers from 450 cities in the U.S., concentrating on articles dealing with urban affairs. It divides its information into 14 broad categories, for example Education, Housing, Criminal Justice. All articles indexed are available at the Auraria Library. They are on microfiche at the Periodicals/Microforms counter. The *NEWSBANK* Index is also available on CD-ROM.

2. PERIODICAL INDEXES

Periodical indexes allow you to identify articles in magazines and journals on your particular topic. Many periodical indexes exist, each one covering a particular time period and subject area. By looking up your subject in an index, you can compile a list of articles about that topic. The index will tell you exactly what you need to know in order to locate those articles: the title of the article, author, name of the periodical, volume, issue, pages and date.

Pick an index which covers the field you are researching. For example, if you investigate a topic in genetic research, you might use a medical or a biological index, such as *Abridged Index Medicus* or *Biological Abstracts*. If you are interested in locating material on new methods in psychotherapy, you would want to use an index which covers psychology and psychiatry, such as *Psychological Abstracts*.

Indexes are available in a variety of formats:

a. Print Format

These are shelved in call number order in the Index area.

b. Through the CARL System

For very recent articles, written from approximately 1988 to the present, you may also use two databases on the CARL system: **UnCover** and **Magazine Index**. For information about using these databases, consult the Library Use Guide UnCover: Access to Articles through CARL.

c. On CD-ROM discs

While most periodical indexes are in print form, some are now also available on CD-ROM. Other indexes exist only in CD-ROM, addition to or rather than in book form. Ask at the reference desk for assistance in identifying CD-ROMs helpful to your topic.

For help in identifying which indexes would be most helpful for your topic, whether in printed form, on the CARL system, or in CD-ROM, consult a librarian at the Reference Desk.

For information on indexes specifically related to the study of journalism, see the Library Use Guide "Journalism Sources."

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JOURNALISM: SOURCES AT AURARIA LIBRARY

A. PUBLIC ACCESS CATALOG (PAC)

Use PAC (the Public Access Catalog) to find books on the theory and history of journalism. First use the Library of Congress Subject Heading guide to identify words which are best used to describe your topic. Some subject headings useful for journalism studies are listed below.

Journalism
Journalism -- paired with another word to describe the particular type of journalism, e.g. Journalism Automotive
Journalism Commercial
Journalism Educational
Journalism Rural
Journalism Socialist
Journalistic ethics
Journalists
Editing
Editorials
Foreign Correspondents
Interviewing
Newspaper publishing
Press and propaganda
Sports Journalism

B. REFERENCE SOURCES

Use Reference sources to locate specific information. Below are listed various areas of reference, identified by call letter, which may be of use to journalists.

1. NEWS DIGESTS

REF. D 2 A7	The Annual Register: World Events in... Ed. H.V. Hudson. Annual. London: Longman Group Ltd., 1965- . Collection of articles on events, countries, regions and institutions. Articles are several pages long and are on more general topics than those in Facts on File, e.g., an article on the recent developments in opera or in sports.
REF. D 410 F3	Facts on File Yearbook. New York: Facts on File, Inc., 19 - Summarizes records, and indexes the news each week. Factual, up-to-date source for current events, national and foreign news, science, sports, medicine, education, religion, crime, books, plays, films, people. Each weekly issue is indexed; a cumulative index is published each year.

REF.
D
839
E3

Editorials on File. New York: Facts on File, Inc., 1970- .
Reprints editorials on a variety of subjects which were published in newspapers from across the country. It is published every two weeks. An excellent place to look for pro and con arguments on a subject.

2. CALL LETTERS PE and PN - DICTIONARIES, THESAURI, and QUOTATION BOOKS

Writing skill is an obvious necessity for a journalist. Dictionaries and thesauri can sharpen your use of words, while quotation books can help you locate appropriate quotations to add interest to your article.

REF.
PE
1625
O87
1989

Oxford English Dictionary. 2d ed. London: Oxford Univ. Press, 1989.
20 volumes. An historical dictionary, giving historical definitions of words as well as contemporary ones. Particularly helpful when writing about an historical subject, to clarify the meanings of words encountered during research.

REF.
PE
2835
D5

Dictionary of Americanisms. Ed. Mitford M. Mathews. Chicago: Univ. of Chicago Press, 1951.
Definitions of words and phrases which originated in the United States, including words which were coined here, words adopted from other languages, and English words used here in a different sense from usage in England and other English speaking countries. Over 50,000 entries.

REF.
PE
3721
P3

Dictionary of Slang and Unconventional English. Ed. Eric Partridge. New York: Macmillan, 1984.
Origins, history, and meaning of slang words and expressions.

REF.
PE
1591
R73

Roget's International Thesaurus. 3d ed. New York: Thomas Y. Crowell Company, 1962.
One of many thesauri. A thesaurus lists under one term all terms with the same or a closely similar meaning. Useful either to add variety to your writing style or when you're looking for the word which is on the tip of your tongue.

REF.
PN
6081
B27

Bartlett's Familiar Quotations. 14th ed. Ed. Emily Morison Beck. Boston: Little, Brown, and Co., 19[illegible] .
Quotation books such as this one and the one listed below allow you to verify the exact wording of a quotation or locate a quotation on a particular subject.

REF.
PN
6081
O9

Oxford Dictionary of Quotations. 2d ed. London: Oxford Univ. Press, 1966.

3. CALL LETTERS PN - JOURNALISM

REF.
PN
4855
p26

Encyclopedia of American Journalism. Ed. Donald Paneth. New York: Facts on File, Inc., 1983.
Short to medium (one paragraph to two pages) entries on people and concepts related to journalism. No bibliographic references. Contains lists of the winners of the Peabody Awards and the Pulitzer Prizes.

REF.
PN
4728
K4

Language of Journalism. Ed. Ruth Kimball Kent. Kent, OH: Kent State Univ. Press, 1969.
In addition to short definitions of print-communication terms, this book contains an introductory essay on the origins and history of some of the more unusual terms in journalism. Useful appendices include a list of frequently used abbreviations in the field and one of proofreaders' marks.

REF.
PN
4735
W6

World Press Encyclopedia. Ed. George Thomas Kurian. New York: Facts on File, Inc., 1982.
Individual articles on the press systems of various nations, with information on economics, laws governing the press, censorship, and state-press relations. A list of major dailies is included for most nations. A bibliography for further reading is included at the end of each entry. Various appendices give information on specific major newspapers, on news agencies, and on press-related organizations.

REF.
PN
4700
E4

Editor and Publisher Yearbook. Annual. New York: Editor and Publisher Co.
Contains lists of daily U.S. newspapers; weekly and special U.S. newspapers; Canadian newspapers; other foreign newspapers; news and syndicate services; equipment, supplies, and services; and organizations. Circulation figures and average advertising rates by state are included.

REF.
PN
5118
B42

Benn's Media Directory. Annual. Tonbridge, Kent, England: Benn Business Information Services, Inc.
A directory of newspapers and magazines published in the United Kingdom, including the Isle of Man and the Channel Islands. Also lists broadcasting facilities including key personnel.

C. PERIODICAL INDEXES

1. Newspaper Indexes

Most major newspapers have their own index. The Auraria Library owns several. Listed below are three newspaper indexes. We own the newspaper as well, in all cases from the beginning of publication. The date below the call number indicates when the index began.

INDEX AI 21 D43 1979-	Denver Post Index. Ann Arbor, MI: University Microfilms, Inc., 1979- .
INDEX AI 21 N44 1851-	New York Times Index. New York: New York Times, 1851- .
INDEX AI 21 W3 1972-	Washington Post Index. Woodbridge, CT: Research Publications, 1972- .

2. Periodical Indexes Relating to Journalism

The indexes listed below index journals in the field of journalism.

INDEX L 11 E34 1929	Education Index. New York: H.W. Wilson, Inc., 1929- .
INDEX P 87 C59733 1978-	Communication Abstracts. Beverly Hills, CA: Sage Publications, 1978- .

Journalism Abstracts indexes theses in the field of journalism.

INDEX PN 4725 J67 1963-	Journalism Abstracts. Columbia, SC: Association for Education in Journalism, 1963- .

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LAW: COURT DECISIONS

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THE COURT SYSTEM

The court system in the United States consists of **51** jurisdictions (fifty states, plus the federal system). Each of the fifty states has courts at three levels, illustrated below:

TRIAL COURTS
INTERMEDIATE APPELLATE COURT
COURT OF LAST RESORT

While every state has courts at these 3 levels: **trial, appellate, and court of last resort**, the actual names of the courts may be different in different states. In Colorado, the **trial court** is the county district court, the **appellate court** is the Colorado Court of Appeals, and the **court of last resort** is the Colorado Supreme Court.

The trial court is the first level in the court system. In actual operation, the trial court may have numerous subdivisions and special branches (e.g., probate, family court, small claims court, etc.), but every jurisdiction has a trial court of general jurisdiction at which most disputes are initially adjudicated.

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A trial judge's ruling on an issue of law can be appealed to the court at the intermediate level on the diagram. In some cases, after the determination of an appeal in the intermediate appeal court, a second appeal may be taken, this time from the intermediate appellate court to the high court, or court of last resort.

The federal system has courts which are parallel to those in the fifty states. Thus, on the federal level: trial courts are U.S. District Courts; the intermediate appellate courts are U.S. Courts of Appeals; and the court of last resort is the United States Supreme Court.

PUBLICATION OF CASES IN COLORADO COURTS

DISTRICT COURTS

Colorado, like most other states, does not publish decisions from its trial court level (the District Court). Trial court proceedings are filed with the clerk of the court, where you may obtain a transcript for a fee.

COLORADO COURT OF APPEALS, AND COLORADO SUPREME COURT

The decisions of the Colorado Court of Appeals, as well as the Colorado Supreme Court are reported in a multivolume continuing publication known as the *Pacific Reporter*, described below:

REF KF 135 P2 P2	*Pacific Reporter*. St. Paul: West Pub. Co., 1884-1931.
REF KF 135 P2 P2	*West's Pacific Reporter*. 2d- (Title varies) St. Paul: West Pub. Co., 1931-.

The *Pacific Reporter* is published by West Publishing Company, a respected publisher of law cases. It is a regional reporter which includes Colorado decisions as well as decisions from appellate courts and courts of last resort in fourteen other western states. In addition to the full report of each decision, West Publishing Company editors prepare detailed headnotes (abstracts of the legal issues in that case). The editors also assign key number designations to each headnote. This device is explained on the next page under section 3, Case Finding by Subject.

FINDING A CASE IN THE PACIFIC REPORTER:

1. Case Finding by Citation: When you have a citation to a case (i.e., the volume and page number), as in the following example:

Austin v. Stephen, 300 P. 364 (Colo. 1931)

you would locate the decision in volume 300, on page 364 of the first series of books published as *Pacific Reporter*.

If the citation you have follows the next example:

Andretti v. Johnson, 779 P.2d 382 (Colo. 1989)

you would locate the decision in volume 779, on page 382 of the second series of books published as *Pacific Reporter*. Volumes in the second series bear the imprint "2d series" on the spine.

2. Case Finding by Name: When you know the name of a case (i.e., the name of the plaintiff and defendant), as in the following example:

City of Grand Junction v. Eichelberger

you need to locate a source called *West's Pacific Digest*, described below:

REF KF 135 P21 W4	***West's Pacific Digest; beginning 101 P. 2d.*** St. Paul: West Pub. Co., 1962-1972.
REF KF 135 P21 W42	***West's Pacific Digest; beginning 376 P. 2d.*** St. Paul: West Pub. Co., 1979-.

Digests are discussed in detail under the next heading: 3, Case Finding by Subject. For now, you only need to know that each of the *West's Pacific Digests* includes a volume(s) labeled "Table of Cases." The "Table of Cases" volumes with call number Ref. KF135 P21 W4 are the table of cases index to older decisions. The "Table of

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Cases" volume with call number Ref. KF135 P21 W42 is the table of cases index to more recent decisions. If you don't know the year of the case, you will need to examine both "Table of Cases" volumes. The decision to your case is in the earlier "Table of Cases" set, and the table gives you the reference: City of Grand Junction v. Eichelberger, 334 P.2d 1095 (Colo. 1959).

3. Case Finding by Subject: When you need subject access to legal decisions:

Use *West's Pacific Digest*

West's Pacific Digest imposes on the recorded cases an alphabetical subject classification, in a chronological arrangement. Each of the *West's Pacific Digests* includes volumes labeled "Descriptive Word Index." The "Descriptive Word Indexes" are simply detailed subject indexes to the contents of the digests. The "Descriptive Word Index" volumes with call number Ref. KF135 P21 W4 accompany the older digest volumes. The "Descriptive Word Index" volumes with call number Ref. KF135 P21 W42 accompany the more recent digest volumes. Before consulting a "Descriptive Word Index," analyze the problem to be searched, and draw from it very specific words or phrases which may be searched. Let us assume that you wish to research "Change of venue" for a criminal case.

"Change of venue" is an appropriate search term to use in the "Descriptive Word Index." Under that phrase in the index, there appear a number of subheadings. Since our example relates to criminal cases, the subheading "Criminal prosecutions" seems most suitable. The digest topic and key numbers for "Change of venue ... Criminal prosecutions" is "Criminal Law ... 115-145." Our next step is to find the digest volume which covers the digest topic "Criminal Law" and the key numbers "115-145." The digest topics are in alphabetical order and the key numbers under them are whole numbers. Since "Change of venue ... Criminal prosecutions" covers a range of key numbers, you may wish to study the outline for that topic in the introductory material at the beginning of the appropriate "Criminal Law" volume to ensure that you find the most relevant cases. You should consult the digest topic and appropriate key number in each digest, to do an exhaustive search.

Either party to a case heard by the Colorado Supreme Court may appeal the judges' ruling on an issue of law, but the appeal must be made to the federal court system where the case would be heard by the United States District Court.

PUBLICATION OF CASES IN FEDERAL COURTS

UNITED STATES DISTRICT COURT

The United States District Courts are the trial courts on the federal level. Colorado has one United States District Court, located in Denver. This court hears cases which are appealed from the Supreme Court of Colorado. Selected decisions of United States District Courts are reported in a multivolume continuing publication known as the *Federal Supplement*, described below:

REF KF 105 F44	*West's Federal Supplement*. (Title varies) St. Paul: West Pub. Co., 1933-

The *Federal Supplement* is published by West Publishing Company, a respected publisher of law reports. In addition to the full report of each decision, West Publishing Company editors prepare detailed headnotes (abstracts of the legal issues in that case). The editors also assign key number designations to each headnote.

FINDING A CASE IN THE FEDERAL SUPPLEMENT:

1. Case Finding by Citation: When you have a citation to a case (i.e., the volume and page number), as in the following example:

Aetna Casualty & Surety Co. v. Samson, 471 F.Supp. 1041 (1979)

you would locate the decision in volume 471, on page 1041 of the *Federal Supplement*.

2. Case Finding by Name: When you know the name of a case (i.e., the name of the plaintiff and defendant), as in the following example:

Reiter v. Center Consol. School Dist. No. 26-JT

you need to locate a source called *Modern Federal Practice Digest*, and its successors, called *West's Federal Practice Digest* 2d, *West's Federal Practice Digest* 3d, and *West's Federal Practice Digest* 4th. These sets are listed below:

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REF KF 127 M6	*Modern Federal Practice Digest.* St. Paul: West Pub. Co., 1960-71.
REF KF 127 W48	*West's Federal Practice Digest 2d.* St. Paul: West Pub. Co., 1976-78.
REF KF 127 W483	*West's Federal Practice Digest 3d.* St. Paul: West Pub. Co., 1984-87.
REF KF 127 W484	*West's Federal Practice Digest 4th.* St. Paul: West Pub. Co., 1989-.

Look at the next section: 3, Case Finding by Subject, for a discussion of digests. For now, you only need to know that the foregoing digests, each of which covers a chronological period, include volumes labeled "Table of Cases." You should examine the "Table of Cases" volumes in all four sets. The table in *West's Federal Practice Digest* 3d gives you the reference: Reiter v. Center Consol. School Dist. No. 26-JT, 618 F.Supp. 1458 (1985).

3. **Case Finding by Subject:** When you need subject access to legal decisions:

> Use *Modern Federal Practice Digest*, and its successors, called *West's Federal Practice Digest* 2d, *West's Federal Practice Digest* 3d, and *West's Federal Practice Digest* 4th.

On page 4, under section 3, Case Finding by Subject, you will find a discussion of digests and how to use them. That discussion relates to decisions in the state court system, but you go through the same steps to find cases in *Modern Federal Practice Digest* and its successors for a subject approach to United States District Court decisions. You should consult your digest topic and appropriate key number in each of the four digests to do an exhaustive search.

Either party to a case heard by a United States District Court may appeal the judges' ruling on an issue of law to the United States Courts of Appeals.

UNITED STATES COURTS OF APPEALS

The United States Courts of Appeals are the appellate courts on the federal level. The U.S. Courts of Appeals consist of thirteen judicial circuits. The 10th Circuit Court of Appeals hears cases which are appealed from the U.S. District Court, for Colorado, as well as from the U.S. District Courts for Kansas, New Mexico, Oklahoma, Utah, and Wyoming. Selected decisions of United States Courts of Appeals are reported in a multivolume continuing publication known as the *Federal Reporter*, described below:

REF KF 105 F42	*West's Federal Reporter. Second Series.* (Title varies) St. Paul: West Publishing Company, 1925-.

The *Federal Reporter* is published by West Publishing Company, a respected publisher of law reports. In addition to the full report of each decision, West Publishing Company editors prepare detailed headnotes (abstracts of the legal issues in that case). The editors also assign key number designations to each headnote.

FINDING A CASE IN THE FEDERAL REPORTER:

1. Case Finding by Citation: When you have a citation to a case (i.e., the volume and page number), as in the following example:

> Colorado High School Activities Association v. National Football League, 711 F.2d 943 (1983)

you would locate the decision in volume 711, on page 943 of the second series of books published as *Federal Reporter*. Volumes in the second series bear the imprint "2d series" on the spine. The Auraria Library does not own any volumes published in the first series of the *Federal Reporter*.

2. Case Finding by Name: When you know the name of a case (i.e., the name of the plaintiff and defendant), as in the following example:

> Dennis v. Charnes

you need to locate a source called *Modern Federal Practice Digest*, and its successors, called *West's Federal Practice Digest 2d, West's Federal Practice Digest 3d,* and *West's Federal Practice Digest 4th*. These sets are described at the top of page 6 under section 2, "Case Finding by Name: when you know the name of a case ..." *Modern Federal Practice Digest* and its successors serve as the subject access to court decisions for both the United States Courts of Appeals and the United States District Courts.

The table in *West's Federal Practice Digest 3d* gives you the reference: Dennis v. Charnes, 805 F.2d 339 (1984).

3. **Case Finding by Subject:** When you need subject access to legal decisions:

> Use *Modern Federal Practice Digest*, and its successors, called: *West's Federal Practice Digest 2d*, *West's Federal Practice Digest 3d*, and *West's Federal Practice Digest 4th*.

On page 4, under section 3, Case Finding by Subject, you will find a discussion of digests and how to use them. That discussion related to decisions in the state court system, but you go through the same steps to find cases in *Modern Federal Practice Digest* and its successors for a subject approach to United States Courts of Appeals decisions. You should consult your digest topic and appropriate key number in each of the four digests to do an exhaustive search.

Either party to a case heard by a United States Courts of Appeals may appeal the judges' ruling on an issue of law to the United States Supreme Court, but the latter court is not required to accept the responsibility of determining all points of law that are appealed to it. In most instances the Supreme Court will decline to review the decision of the courts below.

UNITED STATES SUPREME COURT

The U.S. Supreme Court serves as the final level of appeal in any federal dispute. Only a small percentage of the cases appealed to the Supreme Court are accepted for consideration. The Court typically writes opinions on less than 150 cases per term. The decisions of the United States Supreme Court are available in two versions at the Auraria Library. The two versions are:

REF KF 101 U5a	United States. Supreme Court. *United States Reports*. Washington, D.C.: Supt. of Docs., U.S. Govt. Print. Off. The Auraria Library has the above set from Volume 410 to the present. Volume 410 covers the term beginning October 1972.
REF KF 101 U52	United States. Supreme Court. *United States Supreme Court Reports. Lawyers' Edition*. Rochester, N.Y.: Lawyers Co-operative Pub. Co., 1926-. The Auraria Library has all volumes in the above set.

The first mentioned set is commonly referred to as *United States Reports* (abbreviated for citation purposes as *U.S.*) This version is the official reporter for the Supreme Court of the United States. It is an accurate, well-indexed compilation of the full official text of all decisions of the Supreme Court of the United States. As a partial

U.S. Government depository library, Auraria Library receives new volumes of decisions in this set as they are published. Bear in mind, however, that Auraria Library's set begins with Volume 410. Volume 410 covers the term beginning October 1972. Also bear in mind that the advance sheets and volumes of the *U.S. Reports* tend to appear quite slowly, as is true with many official publications.

Because of the importance of Supreme Court opinions, this slow pace of reporting is inadequate for practicing attorneys so commercial publishers produce unofficial compilations of these decisions. The Auraria Library has the complete holdings of one unofficial compilation. It is the second mentioned publication above and it is commonly referred to as *Lawyers' Edition*. The publisher, Lawyers Co-operative Publishing Company, publishes Supreme Court decisions in a matter of weeks, not months. Besides including a totally accurate printing of all Supreme Court decisions, *Lawyers' Edition* provides short summaries of the briefs of counsel. In addition, the publisher includes annotations on a few of the more important cases in each volume.

FINDING A CASE IN U.S. REPORTS OR LAWYERS' EDITION:

1. Case Finding by Citation: When you have a citation to a case (i.e., the volume and page number), as in the following example:

> Keyes et al v. School District No. 1, Denver, Colorado, et al, 413 U.S. 189, 37L. Ed 2d 548, 93 S. Ct. 2686 (1973)

you may locate the decision either in volume 413, on page 189 of the *U.S. Reports*, or in volume 37, on page 548 of the second series of books published as *Lawyers' Edition*. The above citation is called a parallel citation and it refers you to the location of the decision in the official reporter as well as two unofficial reporters. The third reporter in the above citation is the *Supreme Court Reporter*, published by West Publishing Company. The Auraria Library does not have the *Supreme Court Reporter* in its collection.

If the citation you have follows the next example:

> Milheim v. Moffat Tunnel Improvement District, 262 U.S. 710, 67 L. Ed.1194, 43 S. Ct. 694 (1923)

you may locate the decision in volume 67, on page 1194 of the first series of books published as *Lawyers' Edition*. The Auraria Library does not have volume 262 of *U.S. Reports*, the first reporter in the above parallel citation, in its collection because the Auraria Library's set of *U.S. Reports* starts with volume 410. As mentioned above, the Auraria Library does not have the *Supreme Court Reporter*, the third reporter in the above parallel citation, in its collection.

2. Case Finding by Name: When you know the name of a case (i.e., the name of the plaintiff and defendant), as in the following example:

Colorado v. New Mexico

you need to locate a source called *U.S. Supreme Court Digest, Lawyers' Edition*, described below:

REF KF 101.1 U52 — *Digest of United States Supreme Court Reports. Lawyers' Edition.* Rochester, N.Y.: Lawyers Co-operative Pub. Co.

Digests are discussed in detail under the next section 3, Case Finding by Subject. For now, you only need to know that ***U.S. Supreme Court Digest, Lawyers' Edition*** includes volumes labeled "Table of Cases." The table gives you the reference:

> Colorado v. New Mexico, 467 U.S. 310, 81 L. Ed. 2d 247, 104 S. Ct. 2433 (1984).

You may locate the decision either in volume 467, on page 310 of the *U.S. Reports*, or in volume 81, on page 247 of the second series of books published as *Lawyers' Edition*. The third reporter in the above citation is the *Supreme Court Reporter*, published by West Publishing Company. The Auraria Library does not have the *Supreme Court Reporter* in its collection.

3. Case Finding by Subject: When you need subject access to legal decisions:

Use *U.S. Supreme Court Digest, Lawyers' Edition*

On page 4, under section 3, Case Finding by Subject, you will find a discussion of digests and how to use them. That discussion related to decisions in the state court system and to a digest published by West Publishing Company. The Auraria Library has a digest published by Lawyers Co-operative Pub. Co. for subject access to the decisions of the U.S. Supreme Court. This digest is called ***U.S. Supreme Court Digest, Lawyers' Edition***. Published in approximately forty volumes, it divides the legal issues covered by the decisions of the U.S. Supreme Court into some 400 topics and numerous subdivisions of those topics. These topics and subtopics are, however, different from those used by West Publishing Company. This different arrangement is also keyed to the headnotes and annotations in the Lawyers' Co-op *United States Supreme Court Reports, Lawyers' Edition*. All volumes of the digest are updated annually by pocket part supplementation (insertions inside the back cover).

United States Law Week

As observed on page 9, commercial publishers produce unofficial compilations of United States Supreme Court opinions because *U.S. Reports,* the official version published by the federal government, appears quite slowly. But even the fastest advance sheet of *Lawyers' Edition 2d* or the *Supreme Court Reporter* will not arrive for several weeks after the rendering of a decision so there is a need for a service that provides faster access to these important decisions. That service is *U.S. Law Week,* described below:

REF
KF
1
U5

The United States Law Week. Washington, D.C.: Bureau of National Affairs.

U.S. Law Week is a two-volume service, published by another commercial publisher, the Bureau of National Affairs. In its Supreme Court volume, *U.S. Law Week* reproduces, in a looseleaf format, the full text of every opinion of the United States Supreme Court, adding no headnotes or editorial comment. The decisions reach the library within a few days of their issuance by the Supreme Court.

A second volume, called General Law, contains news and abstracts of important opinions from other federal courts and from the state courts.

LIBRARY of CONGRESS CLASSIFICATION

A	For works too general to be classed with any particular subject.
AE	Encyclopedias (General).
AI	Indexes (General).
AY	Yearbooks, Almanacs, Directories.
B	Philosophy, Psychology, Religion.
B-BD	Philosophy, Logic.
BF	Psychology.
BH-BJ	Aesthetics, Ethics.
BL-BX	Religion.
C	Auxiliary Sciences of History.
CB	History of Civilization and Culture (General).
CC	Archaelogy (General).
CT	Biography (General).
D	History: General and all areas except North & South America.
DA-DR	England and Europe.
DS	Asia.
DT	Africa.
DU	Oceania (South Seas).
E	History: United States.
F	History: U.S. Local History, Canada, South America.
G	Geography, Anthropology, Recreation.
G-GF	Geography, Oceanography.
GN-GT	Anthropology, Prehistoric Archaeology, Folklore.
GV	Recreation, Physical Education, Dance.
H	Social Sciences.
H	Social Sciences (General).
HB-HC	Economics.
HD	Management, Land Use, Industry, Labor.
HE	Transportation, Broadcasting.
HF	Commerce, Marketing, Accounting.
HG	Finance, Insurance, Investments.
HJ	Government Finance
HM-HX	Sociology.

AURARIA LIBRARY USE GUIDE

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J	Political Sciences.
J	Official Documents.
JC	Political Theory.
JF	Constitutional History and Administration.
JK-JO	Government of Countries.
JS	Local Government.
JX	International Law
K	Law.
KF	Law of the United States.
KFC	Law of Colorado.
L	Education.
LB-LC	Theory and Practice of Education
LT	Teaching Materials: grades K-12.
M	Music.
M	Music Scores.
ML	Literature of Music.
MT	Music Instruction and Study.
N	Fine Arts.
NA	Architecture.
NB-NE	Sculpture, Drawing, Painting, Printmaking.
NK	Decorative Arts, Crafts, Decoration and Ornament.
P	Language and Literature.
P	Philology, and Linguistics.
PA	Classical Language and Literature.
PB-PH	European Languages.
PJ-PL	Oriental and Asian Language and Literature.
PM	American Indian Language and Literature.
PN	Literary History and Collections (Includes all the performing arts).
PR	English Literature.
PS	American Literature.
PT	Germanic Literature.
Q	Science.
Q	Science (General).
QA	Mathematics, Computer Science.
QB	Astronomy.
QC	Physics.
QD	Chemistry.
QE	Geology.
QH	Natural History.
QK	Botany.
QL	Zoology.
QM	Human Anatomy.
QP	Physiology.
QR	Microbiology.
R	Medicine.
S	Agriculture (Plant and Animal Husbandry).
T	Technology.
TA-TN	Engineering (Structural, Civil, Mechanical, Aeronautics (TL), etc.)
U	Military Science.
V	Naval Science.
Z	History of Books, Bibliography, Library Science.

LINGUISTICS MATERIALS

Information on topics in linguistics can be found in various places and through the use of various sources in the Auraria Library. This Library Use Guide lists and describes some major sources in the field of linguistics. If you are just beginning to research a topic, you might look first in some of the reference books listed in Section I. Section III pinpoints some words and phrases used as subject headings in the CARL system; enter these words into the CARL Terminal to retrieve information about books on that topic. For periodical articles on a topic, consult one or more of the indexes listed in Section IV.

Words, of course, are a main concern of the researcher in linguistics. For precise definitions, histories, and usage of specific words and phrases, consult the dictionaries listed in Section II.

Only a few of the resources available at Auraria Library are listed in this Guide. For other items, consult the CARL system, or browse the shelves in the suggested call number areas, both in the Reference area and in the general stacks on the second floor.

I. FINDING GENERAL INFORMATION

General information about various topics in linguistics can be found in reference books such as encyclopedias and dictionaries. Most of these books can be found in the Reference section of the library in the call letter "P". Some examples follow:

REF P 29 C64	Crystal, David, ed. *Cambridge Encyclopedia of Language.* Cambridge: Cambridge Univ. Press, 1987. This encyclopedia contains 11 parts, subdivided into 65 sections. Each section presents and discusses a major theme in language study. While the individual sections do not contain bibliographies, a list of further reading is appended to each part. In addition, there is an extensive bibliography at the back of the book, listing all the books mentioned in the sections. There are abundant cross references between sections. Parts include: Language and identity; Structure of language; Child language acquisition; and Languages and the world.

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REF
P
29
C7
1980

Crystal, David. *First Dictionary of Linguistics and Phonetics.* Boulder, CO: Westview Press, 1980.
The intended audience of this dictionary is not people who practice the profession of linguistics, but rather those people who need a knowledge of linguistics in other professions. Foreign language teachers, speech therapists, and academics in the fields of psychology, sociology, literature, and philosophy are among that audience. The book is also intended for beginning students in linguistics. Most of the terms included are those which are well known and in common use, but which have a different and specific meaning for linguists.

REF
P
29
H34
1972B

Hartmann, R.R.K., and F. C. Stark. *Dictionary of Language and Linguistics.* London: Applied Science Publishers Ltd., 1972.
According to the compilers of this dictionary, dictionaries have to use language to explain and define language - a somewhat difficult task. A linguistics dictionary has an even more difficult task: to use language to explain the language that is used to describe language. This dictionary is intended to explain new linguistic terms and to expand on some old terms in order to include new linguistic approaches and discoveries.
Appendices include the International Phonetic Alphabet and a list of languages, arranged by family.

To find other reference books in linguistics, use the following techniques:

1. **Search CARL** by entering the subject heading (e.g. Phonology) and a description of the publication form you're interested in (e.g. Dictionaries, Handbook, etc.). A general subject term which is useful is "English language," paired with the publication form.

2. **Browse** the Reference shelves. Most Linguistic reference books are in the P's or PE's.

II. FINDING DICTIONARIES

There are many kinds of dictionaries. Some dictionaries of a language give word histories, detailing a word's origin and its use through the years. Other dictionaries define slang words or jargon of a particular area, culture, or group. Some examples are listed below. You can locate other dictionaries by using the CARL system. Do a WORD search on CARL: enter the term "English Language" and the WORD "Dictionaries"; "English Language" and "Slang"; or "English Language" and "Dialects."

REF PE 1625 O87 1989	*Oxford English Dictionary*. Second edition. Oxford: Clarendon Press, 1989. 20 volumes. *The Oxford English Dictionary*, or *OED*, gives a history of each word and examples of how the word has been used through the years, illustrated by quotations from authors. Two earlier editions of the *OED* exist: one from 1933 (12 volumes with supplement) and one published in 1961 (a reprint of the 1933 edition, with four supplements).
REF PE 3721 P3	Partridge, Eric. *Dictionary of Slang and Unconventional English*. Eighth edition. New York: Macmillan Publishing Co., 1984. Edited by Paul Beale. The subtitle of this work is "Colloquialisms and Catch-Phrases, Solecisms and Catachreses, Nicknames and Vulgarisms." It combines material from the original 1937 edition, from the subsequent 1961 edition, and material collected by Partridge between 1967 and his death in 1979. The work concentrates on British slang rather than American and includes such expressions as *dead chuffed, over the moon,* and *over the top*.

SLANG DICTIONARIES

REF PN 1579 W5	Wilmeth, Don B. *The Language of American Popular Entertainment*. Westport, CT: Greenwood Press, 1981.
REF HV 5804 M67	Mosak, Harold H. *The Argot of the Drug Culture*. Chicago: Alfred Adler Institute of Chicago, 1979.
REF PE 3727 N4 M3	*Dictionary of Afro-American Slang*. New York: International Publishers, 1970.

III. FINDING BOOKS

Use the **CARL** system. For a detailed explanation of the use of the CARL system, see the Library Use Guide explaining the **CARL** System. In general, CARL [illegible] searched either for the NAME of an author, or the WORDs of a title or subject. To find books on a particular CARL subject, first consult the Library of Congress Subject Headings Guide, located on tables near the CARL terminals, for appropriate subject descriptors. Enter these descriptors into the CARL system. Some subject descriptors to use for locating materials on linguistics include:

Subject headings to use in CARL	*Some Call # Ranges*
English language	PE 1001-3729
English language - Conversation and Phrase books	Shelved with the specific subject (i.e., books on police phraseology with the books on police science)
English language - Dictionaries	PE 1600'S
English language - Etymology	PE 1570-1590
English language - Glossaries, vocabularies, etc.	See note after "Conversation and Phrase Books" above
English language - Grammar	PE 1000's, 1100's, 1400's
English language - History	PE 1075
English language - Idioms	PE 1460, PE 1628
English language - Phonetics	PE 1120 - 1150
English language - Phonology	PE 1133
English language - Semantics	PE 1585
English language - Slang	PE 3720's
English language - Dialects	PE 2840's, PE 1700-1900
Animal communication	QL 737, QL 776
Human-animal communication	QL 737, QL 776
Grammar, comparative and general (includes syntax)	P 1-400
Sign language	HV 2300's, HV 2400's
Manual communication	HV 2300's, HV 2400's
Psycholinguistics	BF 455, P37
Sociolinguistics	P 40-41

English as a second language	PE 1128
Language acquisition	P 118, LB 1139

NOTE: You may add the term "English language" to any of the above subject headings in CARL to narrow your search.

IV. FINDING PERIODICAL ARTICLES

Much research is published in journals or periodicals. To locate and retrieve articles in journals, use periodical indexes or abstracts. Some abstracts and indexes of use to those studying linguistics are listed below.

INDEX P 1 L3	*LLBA. Language and Language Behavior Abstracts.* n.p.: Sociological Abstracts, Inc., v. 10 (1976)- . *LLBA* indexes journals in acoustics, anthropology, communications, comparative literature, education, ethnology, information science, medicine, psychology and psychiatry, and philosophy as well as language and literature. It indexes journals selectively, choosing only those articles from a journal which are relevant to language and language behavior. Indexed by author and by subject.
INDEX P 1 M642	*MLA International Bibliography, of Books and Articles on the Modern Languages and Literatures.* New York: Modern Language Association, 1921- . *MLA* is an annual bibliography, indexing the year's work on modern languages and literatures. It is published in five volumes, bound together in one. Volume III, on linguistics, is subdivided into the topics General Linguistics, History and Theory of Linguistics, Special Topics in Linguistics, and specific languages. It is indexed by author and by subject.
INDEX P 87 C59733	*Communication Abstracts.* Newbury Park, CA: Sage Press, 1978- This index is somewhat peripheral to the study of linguistics. Topics indexed include general communication, communication theory, mass communication, inter and intrapersonal communication, small group communication, and organizational communication.

You may also use the **UnCover** database on **CARL** to locate recent articles on linguistics, in journals owned by a Colorado library. See the Library Use Guide **"UnCover"** for information on searching the UnCover database.

V. FINDING PERIODICALS

The Auraria Library has a number of periodicals dealing with linguistics. Most are located in the "P" call number range.

A brief list of linguistics periodicals owned by the Library is noted below. For other titles owned by the Library, you may do a **WORD** search on **CARL** using the WORDs "Linguistics and periodicals" or "Language and periodicals." To ascertain what years the Library owns of a particular periodical title, use the **CARL** system. Do a BROWSE by **TITLE** search on **CARL**, using the journal's title. **CARL** will list the holdings of the journal.

PERIOD 2 L33	*Language Learning*. v. 28- 1978-
PERIOD P 41 L34	Language in Society. v. 5- 1976-
PERIOD P 115 B54	*Bilingual Review*. v.1- 1974-
PERIOD PB 1 M642	*Modern Language Quarterly*. v. 28- 1967-
PERIOD PB 5 I7	*IRAL: International Review of Applied Linguistics in Language Teaching*. v. 1- 19630-
PERIOD PM 101 I5	*International Journal of American Linguistics*. v.40- 1974-

VI. FINDING MEDIA SOURCES

All media materials are located in the Media Distribution Department on the first floor of the Library. A few of our videotapes on languages and linguistics are listed below. To locate other video and audio tapes, do a **WORD** search on **CARL**: enter **"English language"** (or **"French language," "Spanish language,"** etc.) and either **"Videorecording"** or **"Sound recording."**

VIDEOTAPES

MEDIA PE 2841 A53	*American Tongues*. New York: International Production Center, 1986. 1 video, 57 minutes. Illustrates various dialects of the English within the United States.
MEDIA PE 1075 A53	*The Story of English*. Chicago: PMI/Films Inc., 1986. 9 videos, one hour each. *1. An English speaking world; 2. Mother tongue; 3. A Muse of fire; 4. The Guid Scots tongue; 5. Black on white; 6. Pioneers! O Pioneers !; 7. The Muvver tongue; 8. The loaded weapon; 9. Next year's words; a look into the future.*
MEDIA PE 1128 A2 C542	*Classroom Roles of the English as a Second Language Teacher*. Ames, IA: Iowa State Univ., 1984. 5 videos. A set of videos which discusses what roles besides teacher the ESL teacher needs to play: *1. The teacher as parent; 2. The teacher as consultant; 3. The teacher as guide; 4. The teacher as integrator; 5. The teacher as conductor.*

AUDIO TAPES

MEDIA PN 2071 F6 M3	*Dialects for the Stage: A Manual and Two Cassette Tapes.* New York: Theatre Arts Books, 1975.
MEDIA X ENGLISH EWAD B73	*English with a Dialect: and Irish, Scottish, and Welsh Accents*. London: BBC Records, 1971.
MEDIA X ENGLISH EWAA B66	*English with an Accent*. London: BBC Records, 1974. Examples of the ways in which people from many parts of the world speak English.

MATHEMATICAL RESEARCH: SOURCES IN THE AURARIA LIBRARY

Mathematics is the study of the form, arrangement, and associated relationships of numbers, using rigorously defined literal, numerical, and operational symbols. The two main areas in mathematics are applied mathematics, which is the study of physical phenomena, and pure mathematics, which is the study of mathematical structures. Mathematics is used in many areas, including business, computer science, engineering and physics, so there are a wide variety of specialized resources available to assist in your research.

The Auraria Library owns many sources in mathematics; this guide can only mention a few of the resources available.

LIBRARY OF CONGRESS CALL NUMBERS

Many books, periodicals, media, and reference materials may be found in the call number areas listed below. It is a good idea to browse the reference collection on the first floor and the circulating collection on the second floor in the call number areas which are pertinent to your research.

QA 1 - 939	Mathematics
QA 9 - 10.3	Mathematical logic
QA 75.5 - 76.95	Computer science
QA 101 - 141.8	Elementary mathematics
QA 150 - 272	Algebra
QA 273 - 274.76	Probabilities
QA 276 - 280	Mathematical statistics
QA 297 - 299.4	Numerical analysis
QA 440 - 699	Geometry
QA 611 - 614.97	Topology
QA 801 - 939	Analytic mechanics

CARL COMPUTER INFORMATION SYSTEM

A wide variety of materials in the field of mathematics can be easily located using the CARL (Colorado Alliance of Research Libraries) system. Some of the resources are very basic while others are far more technical.

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

WORD SEARCH:

Use a **<W>ORD** search when you have a topic or title in mind. A **<W>ORD** search will identify books, media, periodicals, or government documents which have those words in the title or subject heading(s).

Generally you will get much more information if you consult the Library of Congress Subject Headings books located in the index section or at the Reference desk. Useful words include the following:

- Algebra
- Analysis
- Elementary Mathematics
- Probabilities
- Topology
- Mathematicians
- Applied Mathematics
- Arithmetic
- Geometry
- Mathematical Statistics
- Mathematics-Problems
- Mathematical Physics

The following words may also be helpful when used with the subject terms shown above:

- Applications
- Bibliography
- Handbooks
- Research
- Equation
- Dictionaries
- Instruction
- Teaching

Example: If you are interested in research in applied mathematics, type in the words "applied mathematics research." This type of search will not give you all the information Auraria Library has on this topic, however; be prepared to tailor your search using some of the other words listed or terms that are used in your discipline.

NAME SEARCH:

Use a **<N>AME** search when you know the name of an individual, or an organization. Note that a **<N>AME** search for an individual will yield books **about** the person as well as **by** the person. The NAME of an organization or agency responsible for the publication is considered to be a **corporate author** and these names may be used for a NAME search, in the same way an individual author's name is.

REFERENCE

Reference sources help you find concise information on many aspects of your subject. Dictionaries, handbooks, and encyclopedias are three examples of reference books. Following are some representative general reference sources on the topic of mathematics.

REF QA 147 M315	*CRC Standard Mathematical Tables.* Boca Raton FL: CRC Press, 1987. A handbook containing a valuable collection of fundamental information in the field of mathematics. Includes powers of numbers, partial differential equations, mathematical symbols and abbreviations.
REF QA 5 C53	*A Concise Dictionary of Mathematics.* New York: Oxford University Press, 1990. Terminology in the field of mathematics.
REF QA 5 I8313	*Encyclopedic Dictionary of Mathematics.* Four volumes. Second edition. Cambridge MA: MIT Press, 1987. A scholarly, comprehensive, and up-to-date encyclopedia consisting of 436 medium-length articles arranged alphabetically and thoroughly indexed.
REF QA 5 G52	*Facts on File Dictionary of Mathematics.* Second edition. New York: Facts on File, 1981. A basic source covering terminology in mathematics.
REF QA 5 I5	*The International Dictionary of Applied Mathematics.* Princeton NJ: Van Nostrand Reinhold, 1960. Defines terms and describes methods in the applications of mathematics to thirty-one fields of physical science and engineering.
REF QA 5 J32	*Mathematics Dictionary.* Fourth edition. New York: Van Nostrand Reinhold, 1976. Gives definitions in the fields of pure and applied mathematics. Also includes tables, formulas, mathematical symbols, and the English equivalents of mathematical terms in French, German, Russian and Spanish.

REF QA 5 L64	*Russian-English Dictionary of the Mathematical Sciences*. Providence RI: American Mathematical Society, 1990. Intended for speakers of English who need to understand Russian mathematical writing. Please be aware that this book contains translations, not explanations.
REF QA 3 N48	*World of Mathematics*. Four volumes. New York: Simon and Schuster, 1956. A small library of the literature of mathematics from Ah-mose the scibe to Albert Einstein.

INDEXES AND ABSTRACTS

Periodical indexes and abstracts provide a subject approach (and sometimes author approach) to periodicals, proceedings and research documents, which contain the most current information on all subjects. Following are some of the indexes and abstracts which cover the field of mathematics:

INDEX TA 145 E5	*The Engineering Index*. New York: Engineering Information, Inc., 1892- . Indexes and abstracts a variety of materials pertaining to engineering, including mathematical models and statistical methods.
INDEX Q 1 G45	*General Science Index*. New York: H.W. Wilson, June 1978- . An index to English language periodicals which covers a wide range of subject area in the sciences from botany to zoology. A good general source for mathematics research.
INDEX T 45 G782	*Government Reports Announcements and Index*. Springfield VA: National Technical Information Service, 1971- . An index to reports and developments resulting from government-sponsored research. Selected technical reports are available in the library on microfiche or in the technical report section of the Government Documents Collection. Microfiche copies of many reports may be borrowed from the University of Colorado's Norlin Library in Boulder.
INDEX QA 1 M76	*Mathematical Reviews*. Providence RI: American Mathematical Society, 1940- . An excellent source for research in mathematics, with comprehensive coverage of the pure and applied mathematics literature. Most reviews are in English; in some cases, only the author's summary is provided.

The UnCover database on CARL also serves as an index to recent articles published in periodicals owned by CARL libraries. For more information, ask at the Reference Desk for the Library Use Guide "UnCover: Access to Articles Through CARL."

COMPUTER-ASSISTED RESEARCH (CAR)

In addition to the printed indexes available at the Auraria Library and the UnCover database on CARL, there are a number of databases available that can be searched by computer for a fee. A specific database in the broad area of mathematics is **MathSci**, which is the electronic version of *Mathematical Reviews*. In addition, the online equivalents of printed indexes such as *Engineering Index* and *Government Reports Announcements and Index* can also be searched.

For more information on these and related online databases, see the Library Use Guide "Computer-Assisted Research," or ask a librarian at the Reference Desk.

DT:8/91

MENTAL MEASUREMENT YEARBOOK AND TESTS IN PRINT: A GUIDE

Mental Measurements Yearbook (MMY), often referred to as Buro's, is one of a series of publications designed to assist users make more intelligent use of standardized tests of every description. MMY was first published in 1938; it consists of descriptive information, references, and critical reviews of commercially published tests written in the English language. The tests included in the later editions of MMY are new or revised since their inclusion in an earlier edition. The most recently published edition, the 10th, is located at the reference desk. Earlier editions, i.e., the 4th to the 9th, are located in the Reference Collection under the classification call number REF LB 3051 .M47.

Tests in Print is a comprehensive bibliography of ALL tests published as separates in print for use with English-language subject headings. Tests in Print III, the latest edition, is kept at the Reference Desk; the earlier editions, Tests in Print I and II, are kept in the Reference Collection under the call number REF LB 3051 .T448.

ORGANIZATION

The ten editions of MMY were published between 1938 and 1985. The entries are not cumulative, so the yearbooks must be used as a set.

Tests in Print III, published in 1983, is a continuation of Tests in Print I (1961) and Tests in Print II (1974). All three volumes serve as a master index to all the MMY editions to date.

HOW TO USE MMY AND TIP

Help in locating the information you need comes primarily through the indexes found in back of each MMY and TIP. These indexes are:

1. Test Title
2. Index of Names
3. Subject Index
4. Publishers Directory and Index.
5. Index of Acronyms (available only in the 9th and 10th eds. of MMY).
6. Score Index. (available only in the 9th and 10th eds. of MMY).

You should choose the kind of index that can best lead you to tests, based on the sort of information that you have on hand. For example, if you know the title of the test, use the headings on the top of each page to go directly to the test entry. If you are not sure of the title, consult the Test Title Index or the Subject Index for a possible lead. If you know the author only, use the Author Index (or Index of Names) to determine that author's tests and choose the ones you want.

It is important to note that the Indexes always lead you to ENTRY NUMBERS, not to page numbers. Be sure to become familiar with the numbers and signs used in MMY and TIP by reading the explanatory note presented in each section of the indexes.

Some numbers and signs in MMY and TIP are:

619 = Entry no. 619 in MMY or TIP
4:32 = Entry no. 32 in the 4th MMY
T2:47 = Entry no. 47 in TIP II
B:382 = Entry no. B382 in the Books & Reviews in the MMY
P:36 = Entry no. 36 in Personality Tests & Reviews

Additional signs used in 9th ed. of MMY are:

In Title Index:
7(N) = Entry no. 7. It is a new test.
28(R) = Entry no. 21. Revised since last listed in MMY.

In Index of Names:
test, 273 = test entry no. 273.
rev, 583 = reviews of test entry no. 583.
ref, 563 = Reference in one of the Reviewers References Sections for test entry no. 563.

If, after you find the test entry and read the description and review, you are interested in ordering a specimen set for a particular test, look up the Publisher Directory and Index for address information of the publisher.

OTHER SOURCES

Edited by Oscar K. Buros are:

REF LB 3051 M473	Reading Tests and Reviews. 1968 It includes a classified index to Mental Measurements Yearbook.
REF BF 698.5 B87	Personality Tests and Reviews. 1970. It includes an index to MMY.

Both works serve as master indexes to the first six editions of MMY.

Two other excellent references are:

LB 3051 A567 1987	*Alternative Approaches to the Assessment of Achievement.* Boston: Kluwer, 1987.
REF BF 431 G625	Goldman, Bert A. *Directory of Unpublished Experimental Measures.* New York: Behavioral Pub., 1974- .

COMPUTER-ASSISTED RESEARCH (CAR)

The Auraria Library offers a fee-based computer-assisted research service which can access various online databases that contain information pertaining to tests and measurements. If you need more information about the computer-assisted research services, please refer to the library use guide entitled "Computer-Assisted Research (CAR)," or call 556-2741, or ask at the Reference desk.

ey:3/90
p105

MLA INTERNATIONAL BIBLIOGRAPHY: HOW TO USE IT INDEX P1 M642

OVERVIEW

The *MLA International Bibliography*, located with the indexes under the call number Index P1 M642, is published annually by the Modern Language Association (MLA). It is an index to books, articles, and parts of books written each year on modern languages, literatures, folklore, and linguistics. **It is an excellent source for locating criticism of specific authors.** Five volumes (bound together in one) are published each year: **Volume I** - British, American, Australian, Canadian, New Zealand, and West Indian literature; **Volume II** - European, Soviet, Asian, and African literatures; **Volume III** - Linguistics; **Volume IV** - General Literature and Related Topics; and **Volume V** - Folklore. Previous to the 1981 volume, three volumes were published, and arranged in the following manner: **Volume I** - General, English, American, Medieval and Neo-Latin, and Celtic Literatures; **Volume II** - European, Asian, African, and Latin American Literatures; and **Volume III** - Linguistics. Looking up an author's name in the appropriate volume will give you a listing of books and articles written about that author during that particular year.

An author index--to the authors, editors, and compilers of the books and articles listed--is included at the end of each volume.

ARRANGEMENT

Within each volume, material is arranged first by literature or country (e.g., American literature, Spanish literature, French literature), then by time period (Eighteenth century, Nineteenth century), and finally alphabetically by author. For example, if you are looking for material written about Charles Dickens, you must first locate the section of MLA on English literature. Then find the section within that for Nineteenth century literature. Finally, locate the listings for Dickens; he appears alphabetically after the listings for DeQuincey and before those for Disraeli.

The most essential thing to remember is that you must locate your author in country and time before you attempt to look him up in *The MLA International Bibliography*. If you are trying to find information on Charles Brockden Brown, you must know that he was an American author writing in the eighteenth century before attempting to find references to him and his works. He is listed in the section headed "American Literature: Seventeenth and Eighteenth Centuries."

If you do not know the century/country of which your author is a part, ask a librarian at the Reference Desk, or consider consulting one of the sources listed in the box below before using MLA:

REF PN501 E9 1983
Jackson, William T.H., and George Stade, eds. *European Writers.* 13 volumes plus index. New York: Scribner's, 1983-1990.

REF PN771 E5 1981
Klein, Leonard S., ed. *Encyclopedia of World Literature in the 20th Century.* 4 volumes. New York: Ungar, 1981-1984.

REF PR85 B688
Scott-Kilvert, Ian, ed. *British Writers.* New York: Scribner's, 1979- .

REF PS129 A55
Unger, Leonard, ed. *American Writers: A Collection of Literary Biographies.* New York: Scribner's, 1974.

REF Z1224 C6
Contemporary Authors. Detroit: Gale, 1962- .

Items are listed only once in each volume. If a particular article treats two authors who would fall in the same volume, the item is listed under one author but is cross-referenced from the second. An article on Dickens and Chorley would be listed under Dickens, with a cross reference to it from the Chorley listings. If the authors discussed fall into different volumes, the entry appears twice, once in each volume.

Two details it is useful to remember:

1. Authors who wrote in more than one language or whose works are of interest to scholars of more than one literature are listed in both appropriate sections; and
2. Authors whose creative works cross centuries are listed within the earlier century, unless the majority of their work was done during the latter century. Thomas Hardy is an example: although he lived until 1928 and wrote most of his poetry in the twentieth century, his novels were written in the nineteenth century. He is listed, therefore, under English Literature -/1800-1899.

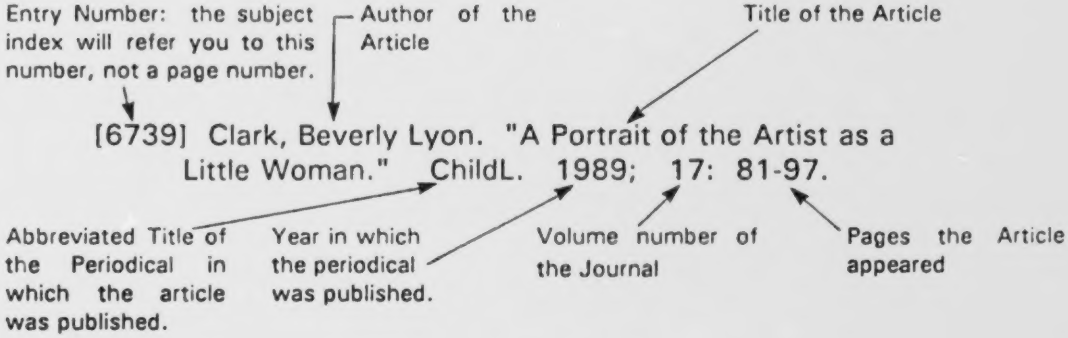
SUBJECT INDEX

Beginning with 1981, the Modern Language Association has published a subject index. In addition to looking up an author's name directly in the appropriate area of the classified listings, you can now use the subject index to locate material. It is an inclusive index, providing references to all volumes published in a particular year. If you are interested in literary works which deal with a certain subject--such as "Folk medicine" or "Ghosts"--look up that subject in the subject index. You will get references to articles on that topic in all volumes of that year's *MLA*. The subject index is particularly useful for anyone researching a topic in several different literatures.

MLA SAMPLE ENTRIES

Below are entries from MLA for a periodical article, a book, and a part of a book. Each part of each entry is labelled and explained.

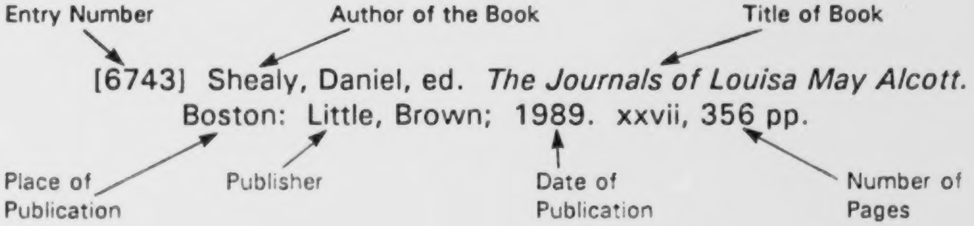
ENTRY FOR PERIODICAL ARTICLE



[6739] Clark, Beverly Lyon. "A Portrait of the Artist as a Little Woman." ChildL. 1989; 17: 81-97.

Entry Number: the subject index will refer you to this number, not a page number.
Author of the Article
Title of the Article
Abbreviated Title of the Periodical in which the article was published.
Year in which the periodical was published.
Volume number of the Journal
Pages the Article appeared

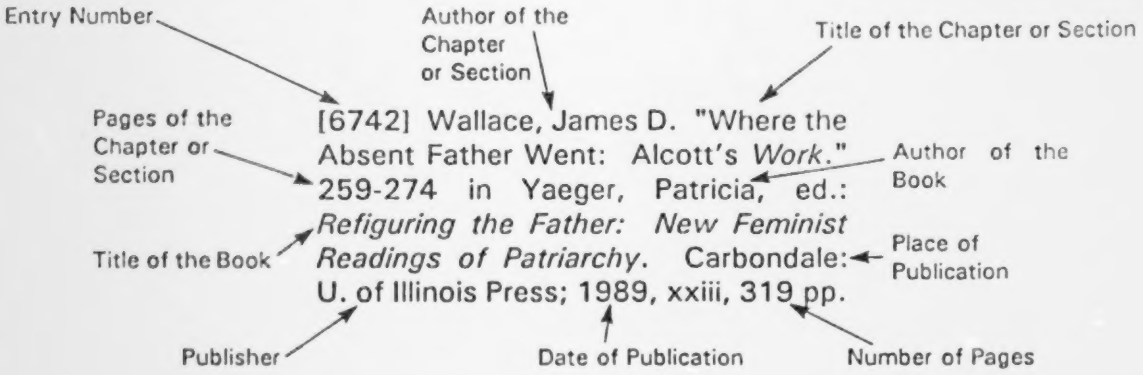
ENTRY FOR BOOK



[6743] Shealy, Daniel, ed. *The Journals of Louisa May Alcott.* Boston: Little, Brown; 1989. xxvii, 356 pp.

Entry Number
Author of the Book
Title of Book
Place of Publication
Publisher
Date of Publication
Number of Pages

ENTRY FOR A PART OF A BOOK


Entry Number
Author of the Chapter or Section
Title of the Chapter or Section
Pages of the Chapter or Section
Author of the Book
Title of the Book
Place of Publication
Publisher
Date of Publication
Number of Pages

[6742] Wallace, James D. "Where the Absent Father Went: Alcott's *Work*." 259-274 in Yaeger, Patricia, ed.: *Refiguring the Father: New Feminist Readings of Patriarchy*. Carbondale: U. of Illinois Press; 1989, xxiii, 319 pp.

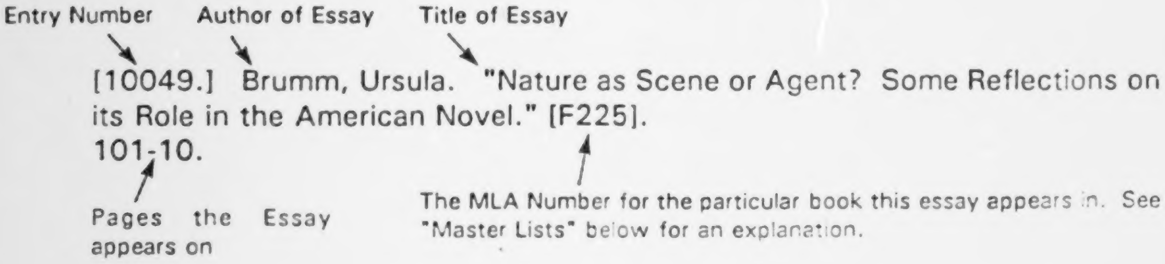
FESTSCHRIFTEN AND OTHER ANALYZED COLLECTIONS

Festschriften is a German word meaning books of collected essays, usually all on a related topic. Each chapter or article in *Festschriften* is by a different author. Since 1981, *MLA* has indexed the material in *Festschriften* as they do any chapters or parts of books: under the entry for the appropriate author, *MLA* lists the title and author of the book, the author of the specific chapter, relevant page numbers, and publication information. (See "entry for part of a book" above.)

Before 1981, however, *MLA* indexed *Festschriften* differently. Under the appropriate author's name, *MLA* gave the title of the particular chapter and its author. Then it printed a number, preceded by the letter F. (See the sample *Festschriften* entry below.) To find the book, look up this number in the list titled *"Festschriften and Other Analyzed Collections"* in the front of *MLA* volumes published earlier than 1981. This list will tell you the complete title, author and publication information for the book in which the chapter of interest is published. See the section "Master Lists" below.

SAMPLE *FESTSCHRIFTEN* ENTRY

Below is a sample *festschriften*. As before, its elements are explained.


Entry Number
Author of Essay
Title of Essay
Pages the Essay appears on
The MLA Number for the particular book this essay appears in. See "Master Lists" below for an explanation.

[10049.] Brumm, Ursula. "Nature as Scene or Agent? Some Reflections on its Role in the American Novel." [F225].
101-10.

MASTER LISTS

MLA abbreviates the names of the periodicals it indexes, and gives a coded number for each Festschriften listed. It also provides lists of both the periodicals and the Festschriften it indexes, so that you may decipher the abbreviations and code.

The "Master List of Periodicals in Acronyms Order" lists alphabetically all the abbreviations used for periodicals and gives the full title of the periodical. An example:

MLR	Modern Language Review
MLS	Modern Language Studies
MM	Maal ug Minne

Festschriften are indicated by a number preceded by the letter F, as in the sample entry in the section "*Festschriften* and Other Analyzed Collections." Look up the number in the list titled "*Festschriften* and Other Analyzed Collections" to find the name of the actual book of essays. An example:

> The book in the example below would be indicated in the body of MLA by only the notation "F224"; by looking up the number 224 in "*Festschriften* and other Analyzed Collections" you will find the edition and title of the book.
>
> > 224 Quennel, Peter, ed. *Vladimir Nabokov: His Life, His Work, His World: A Tribute.* London: Weidenfeld and Nicholson, 1979. 139 pp.

The "Master List of Periodicals" can be found in the front of each volume of *MLA*; the list of "*Festschriften*" can be found in the front of each volume of *MLA* published before 1981.

WHERE CAN YOU FIND THE ARTICLE OR BOOK?

Once you have identified one or more articles or books on your topic, you must find out where those articles and books are located. The Auraria Library will **not** have all the items listed in MLA. Try the following steps first to discover whether Auraria has the item, then to see what other libraries may own it if we do not:

1. Use the CARL system. Make sure you are in the Library Catalog for Auraria.

2. Search for the **title of the periodical** or the **title of the book** you need by using the **<B>ROWSE** by title function.

3. If Auraria does not own the titles you need, **<Q>UIT** the Auraria database, **<S>WITCH** to another library's database and check your title in that library.

Note: For more detailed information on using the CARL system, see the *Auraria Library Handbook*.

4. We are able to borrow materials for you from other libraries throughout the country. See the **Interlibrary Loan Department** for details.

REPRISE: FINDING INFORMATION ON A PARTICULAR AUTHOR

The steps to take in using MLA to find articles, books, and book chapters on a particular author are as follows:

1. Identify the national literature of which your author is part, and the century in which he or she wrote.
2. Locate this literature/century combination in the appropriate volume of MLA.
3. Locate your author alphabetically within this section.
4. Note down the necessary information: titles, authors, dates and pages, and abbreviated periodical titles and *Festschriften* code numbers.
5. Consult the "Master List of "Periodicals in Acronym Order" and the list titled "*Festschriften* and Other Analyzed Collections" to identify the full titles of the periodicals and books you need.
6. Locate the particular books and/or journals you need by checking the CARL system or through using Interlibrary Loan. (See Section "Where Can You Locate the Book or Article You Identify?", above.)

REPRISE: FINDING INFORMATION ON A PARTICULAR SUBJECT

1. Use the volumes of MLA labeled "Subject Index." Look up your subject: you may have to try various terms to describe your subject or topic.
2. Follow steps 4 through 6 in the above list.

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MUSIC RESOURCES

There are three basic areas where music materials are located in the Auraria Library:

1) General music stacks on the 2nd floor - where music books are located,
2) Periodicals on the 1st floor - where music periodicals are located, and
3) Media Distribution on the 1st floor - where recordings and scores are found.

All music materials are cataloged in the CARL Public Access Catalog. CARL computer terminals are located throughout the building. Use the following checklist for access to music materials.

TYPE	ACCESS	LOCATION OF MATERIALS
Current journals and magazines 1988-	Use CARL computer to locate current items through UNCOVER database.	Current issues (last three years) are located behind periodicals counter.
Journals and magazines previous to 1988	Use **Music Index** (Index ML 118 M84) in index tables to locate items.	Older periodicals are either bound or on microform located in cabinets in front of the Periodicals Counter. Use CARL computer for holdings and location.
Books	Use CARL computer to access by titles, authors, or subjects	Music books are located in stacks located on 2nd floor with call numbers beginning with letter "M."
Reference sources	Use CARL computer to access reference books. Consult **Library of Congress Subject Heading** books for topics.	The reference books are located on the 1st floor with call numbers beginning with the letter "M."
Recordings and scores	Use CARL computer to access recordings and scores by title, subject, or composer	Recordings and scores are located in the Media Distribution Department on the southeast corner of the 1st floor.

DICTIONARIES

Music dictionaries will provide definitions of musical terms as well as information on styles and movements. To locate additional music dictionaries, use the CARL computer. Enter the terms "music + dictionaries" in a word (W) search. Or a more specific term can be used, e.g., "jazz + dictionaries" or "rock + dictionaries."

REF ML100 A48 1986	Ammer, Christine. *The Harper Dictionary of Music.* New York: Harper and Row, Pubs., 1987. Entries in this dictionary include the most commonly used musical terms. Also included are terms relating to music history and musical practice. Biographies of composers and musicians are not included, but some biographical information is provided in other entries. The book is illustrated and serves well as a quick desk reference.
REF ML100 A485 1986	Apel, Willi. *The New Harvard Dictionary of Music.* Cambridge, MA: Harvard University Press, 1986. This is the definitive dictionary of music. Not only is it the most complete dictionary in the field of music, it is the most scholarly. More than 100 music scholars were consulted during its creation, and the definitions are considered to be the best available. The definitions are lengthy enough to be almost encyclopedic. The work is not heavily illustrated, but does have examples of music and other illustrations as necessary. A brief version of this dictionary is available in paperback.
REF ML100 B47 1989	Cummings, David. *The New Everyman Dictionary of Music.* New York: Wiedfenfeld and Nicolson, 1989. This dictionary was first published in 1947 by Eric Blom who was one of the 20th century's leading musicologists. This edition contains more than 1500 new definitions. The *Everyman Dictionary* contains more entries than the *New Harvard Dictionary...,* but shorter definitions are provided. Short biographies of musicians may also be found here. There are no illustrations.
REF ML100 D56 1983	Issacs, Alan, and Elizabeth Martin, eds. *Dictionary of Music.* New York: Facts on File, 1983. This book was designed as a personal handbook for the musician, music student, or music lover. More than 20 music scholars were consulted to obtain the words and definitions. While not as complete as the *New Harvard Dictionary of Music*, the work provides a valuable desk reference for writing about and studying music topics. Appendices include tables of notes, rests, clefs, and key and time signatures.

REF
ML102
P66 S5
1982

Shaw, Arnold. *Dictionary of American Pop/Rock.* New York: Macmillan Pub. Co., 1982.
This dictionary provides definitions for terminology used by the rock music world. The work is arranged as a dictionary but provides definitions for both words and phrases. At times definitions include short descriptions, and, because of this, the work is provided with an index. The author obtained the material included from his life long experience in rock and roll and his many interviews with musicians.

ENCYCLOPEDIA

Music encyclopedias are valuable for doing background research before embarking on a longer study, or for getting a quick overview of a particular subject. Many music encyclopedias are referred to as "dictionaries," but all listed below are true encyclopedias. To find encyclopedias for more specific music subjects use a word "W" search on the CARL computer using "encyclopedias + jazz," or "encyclopedias + rock," etc. (It may also be of use to use the term "dictionary" instead of "encyclopedia" to locate books which are classified under both.)

REF
ML102
R6 E5
1988

Hardy, Phil, and David Lang. *Encyclopedia of Rock.* New York: Schirmer Books, 1987-1988.
This is a considerably expanded edition of the highly acclaimed *Encyclopedia of Rock* first published in 1976. It draws on the knowledge and experience of over 40 of the best writers from both Britain and the United States. Entries are wide ranging and include information on rock-related genres such as Cajun Music, doo-wop, and gospel, to more mainstream subjects like jazz rock, new wave, power pop, pub rock, punk rock, rap and reggae. Articles tend to be brief and no bibliographies are provided.

REF
ML101
U6 N8
1986

Hitchkock, H. Wiley, ed. *The New Grove Dictionary of American Music.* New York: Macmillan, 1986. 4 vols.
This is the only comprehensive encyclopedia on American Music. It strives to cover the music of the United States in greater detail than has been done in the past, and to treat the unique forms of American music such as jazz, popular music (including musical theater, popular song, rock, camp-meeting, gospel hymnody, country and dance music), the music of religious denominations, and the music of Indian tribes. A majority of the information contained in this work is not present in *The New Grove Dictionary.* The same format used so successfully in the *New Grove* is followed here, including the use of definitive bibliographies at the end of articles.

REF
ML102
J3
N48
1988

Kernfeld, Barry, ed. *The Grove Dictionary of Jazz*. New York: Macmillan Press, 1988. 2 vols.

This work has become the definitive source for basic information on jazz. It includes worldwide coverage of the jazz form and contains 175 articles on jazz musicians, and more than 400 articles in general. There are articles on individuals such as Eubie Blake, Bessie Smith, Johnny Mercer, Ray Charles and Jeff Black, whose careers, though focused on ragtime, provide a basis for the evolution of jazz, and articles on later musicians and styles including musical theater, blues, and soul music. Articles are scholarly and provide substantial bibliographies.

REF
ML100
N48
1980

Sadie, Stanley, ed. *The New Grove Dictionary of Music and Musicians*. New York: Macmillan, 1980, 20 vols.

This is the definitive source for basic research in music. Written by over 2400 scholars, this encyclopedia contains lengthy articles on all aspects of music. Some of the subjects where in-depth analysis is provided include esthetics, analytics, computers, electronic music, ethno-musicology, historiography, ichnography, performing practice, popular music, theory, counterpoint, harmony, melody, etc. An important feature of the work is the extensive bibliography provided at the end of each article.

REF
ML102
S7
1983

Stambler, Irwin. *Encyclopedia of Folk, Country and Western Music*. 2nd edition. New York: St. Martin's Press, 1983.

This book has become the standard encyclopedia for basic information on country and western music. The work is basically non-scholarly due to the fact that it was compiled by sending over 600 questionnaires to individuals or groups associated with country music. All material was verified and additional material was obtained from literature searches before the articles were written. Most of the articles are brief (a few are more in-depth) and some provide discographies. No complete bibliographies are provided. Lists of awards are provided at the end of the volume along with a general bibliography.

BIOGRAPHICAL SOURCES

Biographical sources provide information on individual musicians, composers, and others involved in music. The following sources are known as "biographical dictionaries." They provide quick and generally brief information on an individual. To find additional biographical information use the CARL computer in a word "W" search with the following terms: "music + biographies," or for more specific information use terms such as "jazz + biographies," "rock music + Biographies," or "Bach + biographies."

REF
ML106
U3
A5
1980

ASCAP Biographical Dictionary. 4th edition. New York: R.R. Bowker Co., 1980.
This list of musicians, composers, authors and music publishers grew out of ASCAP's (American Society of Composers, Authors, and Publishers) member list. It is a valuable resource due to its length: over 8000 entries. Biographical information is brief, but it provides the following for each individual: name, professional name, year joined ASCAP, professional category, birthplace and date, study and training, outline of career, chief collaborators, and major published works. A separate list of publisher members is provided at the end of the volume.

REF
ML106
C3
C5
1985

Clinton, John. *Who's Who of Jazz: Storyville to Swing Street*. 4th edition. New York: Da Capo, 1985.
This is an updated version of the 1970 *Who's Who of Jazz* which became so popular during the 1970's and 1980's. The book lists most jazz musicians, band leaders, and individuals involved in the field of jazz. Each entry provides a brief biographical sketch along with major events in the individual's life, important recordings, and books relating to his life. Some photographs of musicians and groups are provided.

REF
ML105
C7
1987

Cohen, Aaron I. *International Encyclopedia of Women Composers*. New York: Books and Music, Inc., 1987. 2nd edition. 2 vols.
This work, while called an encyclopedia, is a major resource for biographical information on women composers and musicians. In addition, it lists compositions, publications, and discographies for each entry. Over 3700 women composers from ancient times to the present are included. A list of interesting facts about women composers is provided at the beginning of volume one, and appendices at the end of volume two include: "Information Wanted," "A List of Women Composers about Whom Additional Information is Needed," "Key Signatures in 25 Languages," "Women Composers Comparative Distribution by Century," and "Women Composers by Country."

REF
ML102
R6
H5
1982

Helander, Brock. *The Rock Who's Who*. New York: Schirmer Books, Inc. 1982.
This work was written to provide biographical information on rock musicians considered important contributors to the field. Biographical information is inclusive and complete (to 1982) discographies are provided. It is possible to look up names of groups to identify individual musicians. Appendices include a bibliography of biographical books on individual musicians and an index.

REF
ML105
B16
1984

Slominsky, Nicolas. *Baker's Biographical Dictionary of Musicians.* 7th edition. New York: Schirmer Books, 1984.
This is the definitive biographical dictionary for the study of music. First published in 1900 by Theodore Baker, this book has gone through many revisions through the years, culminating with the expanded 1984 edition. All major classical musicians, composers, conductors, and individuals in related fields are included. Biographies are brief but inclusive, and bibliographies of works by and about each individual are included. Prominent individuals from the fields of jazz, musical theater, and popular music are also included. No pronunciation guides or illustrations.

REF
ML106
U5
T87
1990

Turner, Patricia. *Dictionary of Afro-American Performers...C. 1900-1949.* New York: Garland Publishing Co., 1990.
This book provides biographical information on black performers and composers active during the first half of the 20th century. Entries include short biographies, bibliographies, and complete discographies for each performer. The work also contains a bibliography of additional works on the performers listed.

BIBLIOGRAPHICAL SOURCES

Bibliographical sources provide lists of other works on music. The books listed provide bibliographies on particular music subjects or themes. To find bibliographic sources on the CARL computer use a "W" word search, using the terms "music + bibliographies," or for more specific subjects, try terms such as "jazz + bibliographies," or "Beethoven + bibliographies," etc.

REF
ML128
B23
B4
1989

Band Music Guide: Alphabetical Listing of Titles and Composers of All Band Music. Evanston, IL: Instrumentalist Co., 1989.
This is a revised edition of the 1975 edition. Most music written specifically for band or wind instruments is listed here. Works originally written for string orchestra and transcribed for band are not generally included. Sections include I:Band Titles, II: Collections, III: Solos and Ensembles with Band, IV: Band Methods Books, and V: Marching Routines. Appendices include a composer index and a key to publishers.

REF
ML12
B45

Benton, Rita, comp. *Directory of Music Research Libraries*. 3 vols. Iowa City: University of Iowa Press, 1972.
This directory lists libraries all over the world and describes their music research collections. Part I lists 333 libraries in Canada and the United States, Part II lists 784 libraries of Northern Europe and Great Britain, and Part III lists libraries in Spain, France, Italy and Portugal. Each entry lists name and address of library, names of special collections, specialized catalogs, microforms, and a brief description of the general character of the collections. A valuable resource.

REF
ML113
B86

Brook, Barry S. *Thematic Catalogues in Music: An Annotated Bibliography*. Hillsdale, NY: Pendragon Press, 1972.
This work contains more than 1400 items arranged by individual composer, compiler, publisher, or library collection. It is an annotated bibliography that includes printed works, manuscripts, in-preparation catalogues, and related literature and reviews. An index of names and subjects is provided.

REF
ML128
I65
B77

Brown, Howard M. *Instrumental Music Printed Before 1600: A Bibliography*. Cambridge, MA: Harvard University Press, 1965.
This bibliography was begun by Professor John Ward of Harvard University, continued by Professor Brown in the 1950's, and remains the definitive one-volume source for identifying music printed before 1600. The work is divided into several sections: 1) a bibliography listing volumes of instrumental music known to have existed but now lost, and 2) a bibliography listing all music still extant, and 3) appendices giving both editions with basso continuo parts not listed in the bibliography, and lists of works cited. There are also indexes by name and first line.

REF
ML113
C45

Charles, Sydney. *A Handbook of Music and Music Literature in Sets and Series*. New York: Free Press, 1972.
Locating music and music literature published in other works is always a problem. While the *Sears Song Index* (see below) will provide location information for individual songs, books such as this must be used to locate harder to find items. This work indexes music found in sets, series, selected periodicals, and some monographs. Sections include A: Sets and Series Containing Music of Several Composers, B: Works Devoted to One Composer, C: Monographs and Facsimiles, and D: Periodicals and Yearbooks. The book also contains an index.

REF
ML128
B45
D44

Delerma, Dominique-Rene. *Bibliography of Black Music*. 4 vols. Westport, CT: Greenwood Press, 1981.
This is an extensive list of materials of black musical culture. Entries are done in a numbered sequence to allow for future additions. No cross references are provided, but necessary items are repeated. Volume 1: Reference Materials; Volume II: Afro-American Idioms; Volume III: Geographical Studies; Volume IV: Theory, Education, and Related Studies. Indexes are provided for Volumes III and IV only.

REF
ML113
F8
1985

Fuld, James T. *The Book of World-Famous Music: Classical, Popular, Folk*. New York: Dover, 1985.
This is a bibliography of famous or well-known music world wide. Several hundred popular, classical, and folk selections are included. Each entry is provided with a brief biography, some notation of the selection, and where the complete work may be located. A name and selection index is also provided.

REF
ML128
S3
A4

Havlice, Patricia Pate. *Popular Song Index*. Metuchen, NJ: Scarecrow Press Inc., 1975. 1st Supp. 1978, 2nd Supp. 1984, 3rd Supp. 1989.
This set of indexes provides a listing of most popular songs of the 20th Century. It is arranged in three parts: I: A Bibliography of Books Indexed and Arranged Alphabetically by Author and Code; II: An Index by Title, First Line of Song, and First Line of Chorus; and III: A Composer and Lyricist Index. The supplements follow the same format and bring the list up to current times.

REF
ML120
U5
J2

Jackson, Richard. *United States Music: Sources of Bibliography and Collective Biography*. Brooklyn: Institute for Studies in American Music, Department of Music, Brooklyn College, 1973.
This book lists the major sources for lists of music in the United States. Entries are alphabetical by institution. Addresses, available catalogs, and other lists are provided along with needed information for each institution. Over 1500 locations are included. A complete index provides cross referencing. A valuable source of information.

REF
ML128
S3
S31

Sears, Minnie E. *Song Index*. Hamden, CT: Shoe String Press, 1966. 2 volumes in 1. Supp. 1950-1959.
This index contains listings for over 12,000 songs in over 175 collections comprising 262 volumes of music. Although it was published in 1966, it is still the definitive source for locating songs in collections. Each entry is listed by title, composer, author, and first line. Collections are coded and may be found in a separate list in the volume. Once the location of a song is discovered, it may be found by checking for the title of the collection on the CARL computer.

REF
ML120
U585

Shapiro, Nat, ed. *Popular Music: an Annotated Index of American Popular Songs*. New York: Adrian Press, 1964. 6 vols.
Now somewhat older, this remains the major source for comprehensive information about popular songs. Much of the information contained here is derived from the records of ASCAP and BMI (performing rights societies). Each listing of a song provides the title, the song writers, the publisher, and the most prominent recording with the release date. Most popular songs are listed in the 6 volumes.

MUSIC HISTORIES

Music histories vary from single-volume outlines to large, multi-volume works. They provide information on musical themes, musicians, composers, events, and many other aspects of music throughout the years. To locate additional books on the history of music, use the CARL terminal in a **word "W" search:** use "music + histories," or to be more specific use "Baroque + music + histories," etc.

ML160
A27
1979

Abraham, Gerald Ernest Heal. *The Concise Oxford History of Music*. London: Oxford University Press, 1979.
This book is a one-volume distillation of the *Oxford History of Music* (7 vols.), and is intended as a desk reference. It contains chapters on all aspects of music which are considered "mainstream." The book covers a period from Mesopotamia to about 1960. All chapters are written by well-known music scholars and specialists.

ML160
G87
1980

Grout, Donald Jay. *A History of Western Music*. 3rd edition. New York: Norton, 1980.
Grout's history is a single-volume work that has become a standard for American universities as a music history textbook. But it is valuable as a desk reference. It is arranged chronologically and contains numerous illustrations. It is indexed by title, subject, and name.

REF
ML160
N44

Oxford History of Music. 2nd edition (1975). Oxford: Oxford University Press, 1929-38. 8 vols.
This is the definitive music history, at least until the *New Oxford History of Music* (see below) is completed. First published in 1901, this work provides in-depth articles on all aspects of music history. The second edition added an introductory volume which serves as an introduction to the history of music. Volumes 1 and 2 cover the Polyphonic Period; Volume 3, the 17th Century; Volume 4, the Age of Bach and Handel; Volume 5, the Viennese Period; Volume 6, the Romantic Period; and Volume 7 completes the set with the Symphony and Drama, 1850-1900. The *Oxford History of Music* provides the best research material available in a single source.

Cataloged by volume.

New Oxford History of Music. London: Oxford University Press, 1954-1982. (work in progress) (check CARL computer under volume number below for access)

This history is planned to be ten volumes when completed. It will replace the *Oxford History of Music* (above), and is being written by the foremost authorities on music worldwide. Contents: Volume 1, Ancient and Oriental Music; Volume 2, Early Medieval Music to 1300; Volume 3, Ars Nova and the Renaissance, 1300-1540; Volume 4, The Age of Humanism, 1540-1630; Volume 5, Opera and Church Music, 1630-1750; Volume 6, The Age of Enlightenment, 1745-1790; Volume 7, the Age of Beethoven; Volumes 8 and 9 (to be announced); and Volume 10, The Modern Age. When completed, this will no doubt be the definitive history of music. Volumes already published provide valuable information.

COMPUTER-ASSISTED RESEARCH (CAR)

The Computer-Assisted Research (CAR) service at the Auraria Library provides computerized literature searching for a reasonable cost. CAR can be used to save many hours of manual searching through paper indexes and abstracts. While there are only two online databases solely devoted to music, i.e., *Music Index* and *RILM*, many others do include materials on music.

Online databases useful to scholarship in music include:

Database	Beginning Date
Music Index	Current
RILM	1972-
ERIC	1966-
America, History and Life	1963-

For more information concerning online database searching in music, please contact the CAR office (556-2624), or the Reference Desk on the first floor of the Auraria Library.

rw 2/91

ELECTRONIC & COMPUTER MUSIC RESOURCES

Electronic music is generally described as music which is produced or modified by electronic devices including tape recorders, special electronic intruments, computers, etc. Electronic music also includes traditional music, e.g., vocal and instrumental, which uses some form of electronically produced sound in addition to the traditional elements.

Use the following checklist to identify types of materials in electronic music:

TYPE	ACCESS	LOCATION OF MATERIALS
Periodicals	CARL computer Auraria database	Current year issues are behind the Periodicals/Microforms Desk on the main floor. Ask at counter.
Periodical Articles	CARL "UnCover" database for current, *Music Index*, 1949- (Index ML118 M84) for earlier articles	Backfiles of magazines are located near the Periodicals/Microforms Counter.
Books	CARL computer Auraria database	General stacks--second floor (call letter "M").
Reference Sources	CARL computer Auraria database	Reference collection on first floor (call letter Ref. M).
Scores & Recordings	CARL computer Auraria database	Media Distribution counter on first floor, southeast corner.

For assistance with electronic music sources, please go to the Reference Desk on the main floor or contact Robert Wick, Fine Arts Librarian, 556-2438.

CARL COMPUTERIZED INFORMATION SYSTEM CATALOG: SEARCHING FOR MATERIALS ON ELECTRONIC MUSIC

To search for electronic music books, periodicals, scores, and recordings, use the **CARL** (Colorado Alliance of Research Libraries) computerized information system. The following subject headings (among others) will provide a starting point for searching these materials. Choose the Auraria catalog and enter a <W>ORD search using the subject headings below:

Electronic Music
Composition (music) Mechanical Aides
Musical Instruments, Electronic
Computer Composition
Music for Computers, Electronic Sounds and Players
Electronic Music History and Criticism
Concrete Music
Electronic Music, Instruction and Study
Musical Inventions and Patents, etc.

For additional help with subject headings, consult the *Library of Congress Subject Headings* books located near the index tables on the first floor, or ask at the Reference Counter. For additional help with CARL, ask for the library use guide "CARL System Introduction."

ELECTRONIC and COMPUTER MUSIC PERIODICALS

The following periodicals are devoted, at least in part, to electronic and computer music. With the exception of one (***Electronic Music Review Microform***), they are all currently received by the Auraria Library. To locate additional periodical articles on electronic or computer music, use the UnCover database on the CARL catalog computer in a **<W>ORD** search under the subject headings listed above.

PERIOD ML 1 B596	*Billboard.* 1963- . Holdings: Volumes 82- (1970). Mohopac NY: Billboard Co. (Weekly) This is the major publication for the music industry. New developments in electronic and computer music are often reported here. Also, information on musicians and organizations is included. Indexed by the *Music Index*.

PERIOD ML 1 C857	*Computer Music Journal*. 1977- . Holdings: current. Cambridge MA: Press Journals. (Quarterly) This journal concentrates on skills, technologies, and computer-processed and digital sound. This journal includes articles on all aspects of computer music, new product and equipment reviews, interviews with misicians and computer specialists, illustrated reports on systems, and good coverage of new developments in the field. Indexed by the *Music Index*.
PERIOD ML 1 E38	*Electronic Music Review Microform*. Holdings: 1967-68. Ann Arbor MI: Xerox University Microforms. This is a reproduction of the original journal published by the Independent Electronic Music Center and considered to be a valuable early source. While the journal only lasted a year, it is considered one of the most important historical records of electronic music.
PERIOD check CARL computer system	*Electronic Musician*. 1985- . Holdings: 1992- . Oklahoma City OK: Electronic Musician. (Bi-monthly) This journal was formerly called *Polyphony*. It is now one of the most important journals in the field of electronic music. Articles emphasize musicianship and electronic and computer music equipment. Indexed by the *Music Index*.
PERIOD ML 1 G765	*Guitar Player*. 1967- . Holdings: Volume 11- (1977). Cupertino CA: GPI Publications. (Monthly) This journal is directed toward acoustic and electronic guitar players. Articles cover synthesizers and other electronic and computer music devices. Subjects covered include performers, techniques, equipment, electronics and repair, and how to articles. Each issue contains a flexible recording.
PERIOD ML 5 I57	*Interface*. 1972- . Holdings: Volume 8- (1978/79-). Amsterdam: Swets & Zeitinger. (Quarterly) This journal was formerly called *Electronic Music Reports*. Articles are devoted to discussions of all questions that fall into the borderline area between the musician and music and the physical and human sciences. Also contains discussions of electronic and computer music theory.

PERIOD ML 1 C9153	*Keyboard*. 1981- . Holdings: Volume 7- (1981-). Cupertino CA: GPI Publications. This is a major journal for the study of electronic and computer music. It is of interest to musicians in piano, electronic instruments, synthesizers, sound samplers and computers, MIDI, general techniques, electronics, software, etc. Reviews of new music and new equipment are also included.
Period check CARL computer system	*Keyboards, Computers & Software*. 1986- . Holdings: 1992- . Computers & Software, Inc. (Bi-monthly) This is a major journal in the area of computer applications to music. It covers both electronic composition and electronic and computer musical instruments. Each issue includes numerous software reviews, along with articles on MIDI and synthesizers.
PERIOD ML 1 P46	*Perspectives of New Music*. 1962- .Holdings: Volume 7- (1969-). Seattle: University of Washington School of Music. (Semi-annual) One of the first journals to be concerned with electronic and computer music, *Perspectives* is internationally known for its scholarly concentration on atonal, serial, electronic, and computer music by living composers. It also covers abstract and speculative ideas and theories related to music in the future.

ELECTRONIC AND COMPUTER MUSIC BIBLIOGRAPHIES

The books listed below are useful bibliographies covering electronic and computer music. Additional bibliographies may be found using the CARL computer catalog in a <W>ORD search using the subject headings below and similar headings:

Electronic music bibliographies
Electronic musical instruments bibliographies
Computer music bibliographies

REF ML 128 T9B4	Basart, Ann (Phillips). *Serial Music: A Classified Bibliography of Writings on Twelvetone and Electronic Music*. Berkeley: University of California Press, 1961. This is one of the early bibliographies that includes listings on electronic music. At the time of its publication, electronic and computer music experimentation was just beginning. The work is important for studying the history of electronic and computer music.

REF ML 128 E4 C76	Cross, Lowell M., comp. *A Bibliography of Electronic Music.* Toronto: University of Toronto Press, 1967. This bibliography is considered a standard for early works on electronic music. It contains more than 1500 entries, many concerning electronic and computer applications in music. It includes both U.S. and European sources.
REF ML 128 C62 D4 1988	Davis, Deta S. *Computer Applications in Music: A Bibliography.* Madison WI: A-R Editions, 1988. As one of the "Computer Music and Digital Audio Series," this bibliography contains more than 4500 items covering virtually every aspect of computer music up to 1986. The book is divided into 25 subjects including esthetics, composition, computers in music education, digital signal processing, MIDI, etc. The work also includes computer music history and criticism. The entries are not annotated.
REF ML 3797 D5	*Directory of Computer Assisted Research in Musicology.* Menlo Park CA: Center for Computer Assisted Research in the Humanities, 1985- . Annual. This directory is a useful source for locating books and articles on electronic and computer music. The library has this source beginning with 1986.
MC 128 C62 L57	Lister, Craig. *The Musical Micro-Computer: A Resource Guide.* New York: Garland, 1988. This bibliography is devoted to books and articles on micro-computing and contains more than 300 items. The work is annotated and lists books, journal articles, dissertations, and music software. An appendix contains a list of journals which regularly contain articles on music and microcomputers. All entries are arranged alphabetically in one alphabet.
REF ML 118 M34	Martin, Vernon. *Bibliography of Writings on Electronic Music.* New York: Columbia-Princeton Electronic Music Center, 1964. This is a primary bibliography for historical sources in electronic music. It is an extremely valuable source for materials in all formats, e.g., books, articles, reports, etc. A supplement was published in 1966: (REF ML128 E4 M2).

REF
ML
3797
H59
1989

Newlett, Walter B. *Computing in Musicology: A Directory of Research*. Menlo Park CA: Center for Computer Assisted Research in the Humanities, 1989.
This work provides many useful listings on computer applications in music. While the bibliography is concerned with all aspects of computers and music, e.g., musicology, data processing, research uses, etc., it also covers composition, performance, MIDI, and the use of electronic instruments.

ML
128
E4
T55

Tjepkema, Sandra L. *A Bibliography of Computer Music: A Reference for Composers*. Iowa City: University of Iowa Press, 1981.
Now somewhat older, this bibliography still provides a comprehensive listing of books, articles, dissertations, and papers relating to the use of computers by composers of music. The work is arranged alphabetically by author, and provides indexes by subject and names not found in the alphabetical sequence. There are over 1000 items listed.

ML
128
C62
W37

Waters, William J. *Music & the Personal Computer: An Annotated Bibliography*. New York: Greenwood, 1989.
This work complements the bibliography by Lister (see above) in that it is designed for the practicing musician and music educator. Selections are limited to books and articles printed between 1983 and 1989. The work contains more than 1300 annotated sources. Entries are listed by type of computer and are of great practical use.

INSTRUCTION AND STUDY SOURCES

The following souces provide an introduction to electronic music and comput applications in music. They range from introductions to electronic music to mo detailed explanations of the uses of the computer in experimental music. To fin additional sources, use the CARL computer catalog in a <W>ORD search with th following subject headings (among others):

Electronic music instruction and study
Computer music instruction and study
Experimental music instruction and study

ML
1092
H66
1982

Horn, Delton T. *The Beginner's Book of Electronic Music*. Blue Ridg Summit PA: Tab, 1982.
This remains one of the best introductions to the definitions an explanations of electronic music. The work is clearly written an provides good illustrations of both techniques and equipment.

ML
1380
C87
1989

Pierce, John R. *Current Directions in Computer Music Research.* Cambridge MA: M.I.T. Press, 1989.
This work contains 21 essays concerned with all aspects of computer music applications. Topics include synthesis of the singing voice, models for sound synthesis, numerous music programming languages, and a music program that composes exercises in species counterpoint. An audio CD accompanying the work provides 88 sound samples discussed in the text. There is an index and bibliographies included.

ML
1092
S84
1983

Strange, Allen. *Electronic Music: Systems, Techniques, and Controls*. Second Edition. Dubuque IA: W.C. Brown, 1983.
This work is a definitive introduction to electronic music. Written before the general application of computers to music composition and MIDI, it remains an important introduction. The book contains information on synthesizers, electronic music history, electronic music composition, concrete music, etc.

ML
723
W44
1981

Wells, Thomas H. *The Technique of Electronic Music.* New York: Schirmer, 1981.
Often used as a textbook for beginning electronic music courses, this source provides a simple, but inclusive, introduction. Chapters are included on all aspects of electronic music. The work provides a discography of many of the important early electronic music efforts.

ELECTRONIC AND COMPUTER MUSIC RECORDINGS

The Auraria Library has an extensive collection of electronic music recordings located at the Media Distribution area on the first floor of the library. Recordings may be located by using the CARL computerized information system in a **<W>ORD** search under the following and similar headings:

Electronic music sound recording
Tape music sound recording
Synthesizer sound recording
Sound sampling sound recording
Computer music sound recording

COMPUTER-ASSISTED RESEARCH (CAR)

The Computer-Assisted Research (CAR) service at the Auraria Library provides computerized literature searching for a reasonable cost. CAR can be used to save many hours of manual searching through paper indexes and abstracts. While there.

is only one on-line database solely devoted to music, i.e. *RILM*, many other databases do include materials on music.

DATABASE	BEGINNING DATE
RILM	*1972-*
ERIC (Education)	*1966-*
NICEM (Nonprint)	*Current*
***AMERICA: History and life** (music history)*	*1963-*

For more information concerning on-line database searching in music, please contact the CAR office (556-2624) or the Reference Desk on the first floor of the Auraria Library. For additional information consult the library use guide "Computer-Assisted Research," available at the Reference Desk.

RW:8/91

PERIODICAL INDEXES: FINDING ARTICLES AT AURARIA LIBRARY

Periodical Indexes are guides to finding articles in newspapers, magazines, and journals. An index consists of a set of volumes; each volume covers a particular time span, usually a year. Most periodicals list subjects or topics covered by a specific set of periodicals, which are listed in the front of the volume. The subject listing is alphabetical.

The index section of Auraria Library is located near the Reference Desk. The Library has over 20 shelves of indexes covering almost every subject area. They are arranged in call number order, using the Library of Congress classification system.

CHOOSING AN INDEX

To find **newspaper articles**, go to the index for the newspaper you are interested in--if you want an article from the New York Times, go to the New York Times Index. Some newspaper indexes owned by Auraria Library include the New York Times Index, the Denver Post Index, and the Wall Street Journal Index. Most are located in the first two rows of the Index Section. Use the Auraria Library database on CARL (the library's computerized catalog system) to find call numbers for others.

To find **magazine articles**, use the Reader's Guide to Periodical Literature (INDEX Row 1). The Reader's Guide indexes popular newsstand magazines, including news magazines such as Time and U.S. News and World Report as well as fairly specialized magazines such as Scientific American and Psychology Today.

To find **articles in journals**, you will first need to determine the field of study appropriate to your topic. If, for example, you wanted information about starting a business, you might go to Business Periodicals Index, or if you were interested in a political issue, you might choose Social Sciences Index or the Public Affairs Information Service Bulletin (PAIS).

Every student should become familiar with the indexes that relate to her/his field of study. If you are currently beginning to learn about the research materials for your discipline, the easiest way to choose the index best suited to your subject and research level is to consult a librarian at the Reference Desk.

Because of the time required to produce an index, no printed index is completely up to date. Therefore you may also want to investigate the article access databases on CARL, including UnCover, which indexes magazine and journal articles from periodicals owned by area CARL Libraries. These databases index only relatively recent articles. For more information, see the Library Use Guide "UnCover: Access to Articles Through CARL."

TO LOOK UP YOUR SUBJECT

After you locate an index, choose one or more volumes, depending on the years you want to cover; then find the alphabetical listing for your subject.

Many entries begin with a list of **cross-references**, which are other subject headings that may help you find more information on your topic. The following example is from the Reader's Guide to Periodical Literature:

FEAR
See also **indicates cross-reference**
Anxiety
Bashfulness
Choking (Psychology)
Dental Phobia
NIMBY syndrome
Phobias
Stage Fright

Once you find the heading for your topic, you may find only one or two articles or there may be so many articles that the original category is subdivided. For instance, in a recent volume of Business Periodicals Index, under the subject "taxation," five pages of articles were listed under 68 subheadings, including "charitable deductions," "economic aspects," "statistics," and divisions by state and country.

Under the heading or subheading you have chosen, information about articles is given in abbreviated form, explained in the example from Reader's Guide that follows:

subject heading under which several articles are listed	FAX MACHINES Add fax to your system. C.O'Malley. il *Personal Computing* 12:137+ F'88	
title of article	Brother FAX-100. N. Sullivan. il *Family & Home Office Computing* 6:58-9 F'88	
	Fax Machines: the personal touch. T. Segal. il *Business Week* p. 118 Ja25'88	author of article
title of periodical in which article appears	Junkmail comes by fax, K. Wills. il *High Technology Business* 8:8 O '88	abbreviation for "illustrated"
	volume number of the periodical page number of the article	date of periodical issue

When you choose an article, copy the entire citation (all the information given about the article). If the title is abbreviated, turn to the front of the index to look up the abbreviated form of the periodical title, then write down the full title. In order to locate the periodical, you will need its complete title.

ABSTRACTS*

While most indexes follow the pattern above, some do not. The indexes called **Abstracts** list books as well as articles and provide a summary of each article or book. (This brief summary is also called an **abstract.**) The **index** section of an Abstract lists subjects in alphabetical order, as any other index does, but instead of following the headings with names of articles and publication information, this section lists topics, each with an entry number. When you go to the **entries** section (or, in some cases, the separate entries volume), you will find author-title-journal information, followed by the abstract (summary) of the contents. While an Abstract is a little more complicated to use than an Index, the more complete information makes it especially worthwhile.

POINT-OF-USE GUIDES AND LIBRARY USE GUIDES

Look for **Point-of-Use Guides** near several indexes. These short, easy to follow direction sheets will help you find information more efficiently.

Several of the more difficult to use indexes have separate **Library Use Guides**; look for the guides called "Social Science Citation Index," "MLA Bibliography," "Psychology Abstracts," and "Chemical Abstracts" when you want to use one of these indexes and are not familiar with it. Library Use Guides are located in the large wall rack just inside the entrance to the Library.

DOES AURARIA LIBRARY OWN THE PERIODICAL?

To see if this library owns the periodical in which your article appears, go to a CARL computer terminal. Choose the category "Library Catalogs," then choose Auraria Library. You will see a series of possible commands for different kinds of searches. Choose <B> for **BROWSE** and press return. Next select <T> for a **TITLE** search, and return. Now put in the title of the periodical, leaving out only the word the if appears as the first word in the title.

Example of full title: Bulletin of the Atomic Scientists

Press return. If Auraria Library owns the periodical, its name will appear as part of the list on the next screen. To the right of the title will be the call number for the periodical. Above the call number you will see either "AUR MAIN PERIOD," indicating that this item is a periodical, or "AUR see record," which indicates that you should see the full record for the periodical to obtain more information. In either case, to see the full record, type in the number to the left of the title, and press return.

The next screen will show detailed information about your periodical; toward the bottom of the read-out, you will see the words **Summary Holdings**. This section will tell you what issues the library owns and the format (current, bound, microfilm, or microfiche) of each year's issues. The example below shows Auraria Library's holdings for Business Week.

EXAMPLE:

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SUMMARY HOLDINGS:

          TITLE PERMANENTLY RETAINED IN MICROFORM FORMAT.  LAST
          THREE YEARS OF PAPER ISSUES MAY BE FOUND AT THE
          PERIODICALS DESK.

          CALL NO.:  HF5001  .B89          LOCN:  MAIN MFICHE
                     NO. 2797   (JULY 4, 1983)-
          CALL NO.:  HF5001   B89          LOCN:  MAIN MFILM
                     NO. 1 (SEPT. 7, 1929)-NO. 2796 (JUNE 27, 1983)
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From the information in the example, we know that Auraria Library has all of this magazine, from issue number 1 in 1929 (see last line) to the most recent (shown by the first 2 lines). It is available on microfilm from 1929-1983 (last line), and on microfiche after July 4, 1983 (middle lines). The hyphen after 1983 is followed by a space rather than an end date. This means that all issues between July 4, 1983 and those kept at the Periodicals Desk as current will be on microfiche. Knowing this information will help you locate the issue you want.

LOCATING THE ISSUE YOU NEED

A. Current Issues -- Periodicals are divided into current and back issues. Current issues are generally defined as those from the current and previous two years. The majority of current issues are behind the Periodicals/Microforms Desk. A valid Auraria student ID card or a card from a reciprocal borrowing institution is required for all behind-the-desk materials. A limit of four periodicals may be obtained at one time. Fill out a yellow card requesting items, then give it to a staff member, who will retrieve the material for you.

B. Bound Issues -- These are collections of all issues of a given magazine/journal within a volume (volumes usually correspond to calendar years) bound together in hard cover form. They are filed on the yellow-labeled shelves across from the Periodicals/Microforms counter. Bound periodicals are shelved in call number order.

PHOTOGRAPHY RESOURCES

The Auraria Library has an extensive photography collection including books, periodicals and nonprint materials. Photography materials are generally located in the call letter range "TR." Additional materials may be located in other areas, and because of this, it is useful to consult the *Library of Congress Subject Headings* volumes for additional information concerning photography subjects. For assistance with photography sources, please ask at the Reference Desk on the main floor of the library or contact Robert Wick, Fine Arts Librarian, x2438.

ENCYCLOPEDIAS AND DICTIONARIES

Photography encyclopedias and dictionaries are useful for finding the meanings of terms, and for finding basic information concerning photographic subjects, systems, and processes. The books listed below provide some examples of these sources. To locate additional items not listed here, use the **CARL** computer catalog in a **WORD "W"** search with the following subject terms:

Photography + dictionaries
Photography + encyclopedias
etc.

REF
TR9
I36

Blackhouse, Duncan. *Illustrated Dictionary of Photography.* New York: Morgan and Morgan, 1972.
This is a dictionary of photographic principles illustrated with color drawings. The works is now somewhat older but remains a useful source. The illustrations are of particular value and provide excellent examples for understanding processes and systems. It is a very good quick-reference work for photographic terms. The work also concentrates on photographic techniques.

REF
TR9
F6
1965

The Focal Encyclopedia of Photography. Vols. I and II. A Kraszno-Krouz, ed. London: Focal Press, 1965.
This work, while now somewhat older, still provides valuable information. All articles are signed by the authors and many tend to be technical. Approximately one third of the text was written by members of the Focal Press editorial organization. In addition, more than 200 independent authorities were consulted for areas of specialization. The work is illustrated with both drawings and photographs. Biographical information is included. The work must be used in conjunction with various updates. See also *The Focal Encyclopedia of Photography, Desk Edition.* London: Focal Press, 1969 (REF TR9 F6 1969) and *The Pictorial Cyclopedia of of Photography* (REF TR9 G38 1979).

REF
TR9
G38
1979

The Pictorial Cyclopedia of Photography. Leonard Gaunt, ed. London: Focal Press, 1979.
As one of the "updates" of the *Focal Encyclopedia of Photography,* it concentrates on the actual picture - making process through a number of step-by-step article on techniques, equipment, and chemistry. There are more than 115 full-color prints and more than 220 illustrative diagrams to support the text.

REF
TR9
I24

The ICP Encyclopedia of Photography. New York: Crown, 1984.
This single-volume encyclopedia is intended to give the general reader a comprehensive view of the world of photography. It contains more than 1,300 entries which cover aesthetic, communicative, scientific, technical, and commercial applications of photography. Major entries include the "History of Photography," "Color Photography-History," "The Art of Photography," "Color Photography," "The Art of Photography," "The Criticism of Photography," and "Documentary and Social Documentary Photography." The work is heavily illustrated.

GUIDES, HANDBOOKS and BASIC TEXTS

The following works are examples of various guides, handbooks and basic texts in the field of photography. These books provide information on a number of topics including selling photographs, learning basic photographic techniques, darkroom work, and the photography business. Additional works may be found using the CARL catalog computer in a WORD "W" search under the following headings:

Photography + textbooks
Photography + handbooks
Photography + darkroom techniques
etc.

REF TR 145 B54	Blaker, Alfred A. *Photography: Art & Technique*. Stoneham, MA: Buterworth, 1988. This book is considered to be one of the best introductions to the art and technique of photography. It covers the history of photography, photographic equipment materials, taking pictures, darkroom procedures, special projects and photographic seeing. The work also includes a detailed bibliography of excellent book and journal articles on photography.
REF TR 287 L35	Langford, Michael. *The Darkroom Handbook*. London: Dorling Kindersley, 1985. This handbook is designed to both show the beginner what is involved in having and using a darkroom, and to provide a reference source for more advanced techniques and ideas. Color and black & white processes are covered in clear step-by-step directions, and illustrations are provided for most darkroom procedures and processes. The book contains a glossary of darkroom terms and an index.
REF TR 150 L364	______________ *The Master Guide to Photography*. New York: Knopf, 1982. This book is divided into five main sections: The Art of Photography, The Technique of Photography, Post-Camera Techniques, The Specialized Subject, and Photographic Styles. Each section is structured so that it is self-contained with cross references to other sections. The work is one of the best quick reference sources in print. Appendices include a subject glossary and a general glossary of photographic terms.
REF TR 12 P515	*Photographer's Market*. Cincinnati: Writer's Digest Books, 1991- . This yearly handbook provides information on where and how to sell your photographs. The work contains lists of companies, agencies, and organizations that regularly purchase photographs. In addition, there are essays explaining how the market for photographs works, legal and copyright issues, and useful tips and techinques to make your work more saleable. Some information is listed by state and city. The work also contains a list of photography contests, workshops, and seminars.
REF TR 9 P58 1983	Pinkard, Bruce. *The Photographer's Bible: An Encyclopedia Reference Manual*. New York: Arco, 1983. This is a very useful single-volume encyclopedia covering all aspects of photography. The work has a dictionary arrangement and illustrations where needed. Some biographical information is included.

BIOGRAPHIES OF PHOTOGRAPHERS

Information on the lives and careers of photographers can be found in these works. The examples listed below range from short dictionaries of biographical information to more complete biographies of a selected number of photographers. Often, these works provide much more than the lives of the people included, in that they offer insights into how people succeed in the field. To find additional biographical information on photographers use the **CARL** computer catalog in a **WORD "W"** search using the following subjects:

Ansel Adams (or any Photographer's name) + biography
Photographers + biography
etc.

REF TR 139 K73 1989	*American Photographers: An Illustrated Who's Who Among Leading Contemporary Americans*. Les Krantz, ed. New York: Facts on File, 1989. This book lists many of the leading American photographers. Care is taken to describe how each photographer relates to the field, e.g., advertising, industry, photojournalism, etc. Each entry contains name, speciality, address, phone number, birth date, education, and a brief biography. There are some illustrations.
REF check CARL for call no.	*Contemporary Photographers*. 2nd edition. Colin Naylor, ed. New York: St. James, 1988. This list of photographers is arranged alphabetically by photographer's name; each entry includes date and place of birth, marriage and family, education, studies and teachers, positions held, honors and awards, agents' names and addresses, and a short biographical sketch. In addition, any major exhibitions, museum holdings, or publications of the individual's works are noted. The book also includes essays concerning photography by over 175 contributors. A board of advisors determines who is included in the work. Most entries (there are over 700) are accompanied by a black and white photograph of the individual.
REF TR 139 B767	*Macmillan Biographical Encyclopedia of Photographic Artists & Innovations*. New York: Macmillan, 1983. Even though this book is older now, it still remains a useful source. When it was published in 1983, it was the first complete who's who of photographers, with more than 2,000 entries. Each entry contains name, speciality, birth date, biographical sketch, and publications. Appendices include a list of museums in the United States and Europe that show photographic art.

PHOTOGRAPHY PERIODICALS

The following is a list of currently active periodicals in the area of photography at the Auraria Library. Periodicals are added to the collection each year (and a few are withdrawn), so it is important to consult the **CARL** catalog computer to determine if other periodicals are now available. Consult the catalog using a **WORD "W"** search using the following terms: **Photography + periodicals.**

PERIOD TR 1 A62	*Aperture*. (irreg.) v. 77- (1976-). Through the years, the material presented in *Aperture* has been of very high quality. Its large format and full-page illustrations are beautifully printed. A number of issues have been devoted to the works of one photographer and have become very famous. Few photographic publications have more respect or influence.
PERIOD TR 1 D37	*Darkroom Photography*. (8 per year) v.77- (1976-). This is a publication for photographers who are interested primarily in darkroom techniques and equipment. It includes interviews with photographers, darkroom equipment tests, "how-to" articles, and selections of photographs.
PERIOD TR 692 P5	*Functional Photography*. (monthly) v.11- (1976-). This journal is a continuation of *Photographic Applications in Science, Technology, and Medicine*. It is considered to be an excellent journal for information on photographic applications in science.
PERIOD Z 119 G87	*Graphic Arts Monthly and Printing Industry*.(monthly) v.45- (1973-). This is a journal devoted to the use of photography in the printing industry. It reports on trends in the industry, various techniques, equipment and materials, and general developments in the field.
PERIOD TR 1 M54	*Modern Photography*. (monthly) v.37- (1973). This is a popular photography journal emphazing the nuts and bolts approach. It differs from *Popular Photography* in that it includes more critical pieces and discusses larger concerns of photography. It has a circulation of over 600,000 copies per month.
PERIOD TA 1 P46	*Peterson's Photographic Magazine*. (monthly) v.5- (1976/77-). *Peterson's* is the "Popular Mechanics" of photography magazines. The magazine is devoted to "photographers who are interested in improving their photographic abilities." (editors) This journal provides many how-to projects for the do-it-yourself photographer.

PERIOD TR 1 P88118	*Photography.* (quarterly) v.11- (1976-). This is a general magazine for the photographic arts. Each issue covers a different aspect of the world of photography.
PERIOD TR 1 P8845	*Popular Photography.* (monthly) v.26- (1950-). This is one of the major photographic magazines being published. It is devoted mainly to technique and equipment rather than interpretation and critical evaluation. *Popular Photography* contains more "how-to" articles than *Modern Photography* and is of interest to amateurs and professionals alike. The circualtion of *Popular Photography* is over 800,000.
PERIOD TR 690 A1 I5	*Professional Photographer.* (monthly) v.20- (1980-). (continues *Industrial and Commercial Photography.)* The journal of the Professional Photographers of America, this magazine is devoted to the business of photography. Articles are generally devoted to increasing profits and utilizing new equipment.
PERIOD TR 640 Z6	*Zoom* (5 per year) no. 42- (1977-). A beautifully printed, large format French publication, *Zoom* is devoted to featuring prints by modern photographers. The scope is international and very contemporary. Some issues are devoted to a particular historical series of photographs.

BW: 6/91

REF ML 112 K49 L58	Livingston, Robert Allen. *Livingston's Complete Music Industry Business and Law Reference Book*. Cardiff by the Sea CA: La Costa Music Business Consultants, 1981. A dictionary arrangement of terms relating to music industry, law, and copyright. Entries vary from short definitions to longer, informative explanations of a music business process.
KF 4290 A75 P7 25th	*Syllabus on Representing Musical Artists: Legal, business and Practical Aspects*. Los Angeles: Program on Legal Aspects of the Entertainment Industry, 1979-present. This is a series of lectures and other materials concerning legal and business aspects of the music industry. Subjects in the 25th edition include copyright, service contracts, guild operations, trends in the law, and libel, slander and right of privacy. A very useful series.
Z 653 W3 1978	Wager, Willis. *A Musician's Guide to Copyright and Publishing*. Brighton MA: Carousel, 1978. This little booklet gives a step-by-step procedure for copyrighting a piece of music. Samples of the forms needed and directions for filing are included. A very useful guide.

GENERAL MUSIC INDUSTRY SOURCES

The following sources will provide general information concerning the various aspects of the music industry, including the recording industry, music publishing, and studio recording.

HD 9999 P43 U52	Davis, Clive. *Inside the Record Business*. New York: W. Morrow, 1975. An excellent source for understanding the recording industry. Written by an expert in all aspects of music business.
ML 3790 D4	Denisoff, R. Serge. *Solid Gold: the Popular Record Industry*. New Brunswick: Transaction Books, 1975. A basic book giving detailed explanations of how the music industry works. It begins with a discussion of the popular music world in general and then proceeds to give detailed accounts of music companies and specific recording artists' work in the field.

ML 3790 D68	Dranov, Paula. *Inside the Music Publishing Industry*. White Plains: Knowledge Industry Publications, 1980. As an introductory work to the music publishing industry, this small volume is a valuable first step to understanding music publishing. Information includes copyright, royalties, contracts, foreign markets, lists of publications, and step-by-step procedures.
ML 427 A85 G5	Gillett, Charlie. *Making Tracts: Atlantic Records and the Growth of a Multi-Billion-Dollar Industry*. New York: E.P. Dutton, 1974. This is the history of the development of Atlantic Records. The work is very readable and provides good insight into the recording industry.
ML 3790 L35	Lambert, Dennis. *Producing Hit Records*. New York: Scribner, 1980. An informative source for learning for learning about the record industry, and specifically the production of a number of hit recordings.
ML 3790 D36	Dearing, James W. *Making Money Making Music...* Cincinatti: Writer's Digest Books, 1982. Generally an overview of the business of producing records and the music industry in general. A good source for information concerning the industry.
ML 1055 M48	Miller, Fred. *Studio Recording for Musicians*. New York: Consolidated Music Publishers, 1981. This work provides information concerning the recording techniques in the music recording studio. In addition, a number of tips are provided for the general preparation and taping of music in a recording studio.
ML 3790 S23	Sadler, Barry. *Everything You Wanted to Know About the Record Industry...* Nashville: Aurora, 1978. Written by the famous Barry Sadler, this book provides good, basic information on the record industry. In addition to chapters on the various aspects of the business, many useful forms are included. The writing is witty and anecdotal, but tends to be informative.
ML 3790 S5 1979	Shemel, Sidney. *This Business of Music*. New York: Billboard Publications, 1979. Original work was by Paul Ackerman. This book provides many good sections on the operation of the music industry from recording to producing and selling various types of music products.

KF 4290 A75 P7	Harris, Michael, ed. *Syllabus and Forms on Percentage Deals in the Motion Picture, Television, Music and Recording Industries.* Los Angeles: Entertainment Law Institute, 1971. This work is a report from the Seventeenth Annual Program on Legal Aspects of the Entertainment Industry sponsored by the University of Southern California, May 1971, and consists of a discussion of legal considerations of the recording and motion picture industries. Contains valuable information on profits, contract arrangements, and litigation.
ML 3790 H92 1976	Hurst, Walter E. *The Publisher's Office Manual.* Hollywood: 7 Arts Press, 1976. A valuable source for finding samples of forms to do paperwork in the music publishg industry. Most forms include instructions for completion and information concerning this use. An excellent source.
ML 3795 R5	Rich, Alan. *Careers and Opportunities in Music.* New York: E.P. Dutton, 1964. While somewhat older now, this little volume still provides a good introduction to careers in music. It begins with a discussion of how to train for a career in music and then explains the various opportunities.
REF MT 67 S657 1989	Ruttenberg, Rand. *Song Writer's Market.* Cincinnati: Writer's Digest Books, 1981-present. This annual publication provides over 2,000 addresses of places to send music for publication. In addition there are numberous lists which anyone in the music industry will find useful, e.g., advertising agencies, managers and booking agents, and contracts.
REF ML 18 W68 D5	Warrel, John Williams. *Directory of the Music Industry.* Evanston IL: Instrumentalist, 1970. This directory lists the addresses of all the businesses dealing with the music industry in the U.S. No additional information is provided.

LEGAL MATERIAL AND COPYRIGHT

The books listed below will provide sources of information on aspects of copyright, contracts, and other legal aspects of the music industry.

REF KF 3035 Z9 A82	*ASCAP, Music and the Law*. New York: ASCAP, 1976. Basically a promotional pamphlet, this publication explains how "blanket" copyright works in U.S. law, and ASCAP's part in music copyright compliance. Also, there is information on how licenses are obtained, and a listing of ASCAP offices nation-wide.
KF 3035 B45	Beck, Lu Eliot. *Legal Protection for the Creative Musician*. Boston: Berklee Press, 1970. This work is devoted to various aspects of copyright protection for the individual music copy holder. There is an empahsis on CATV interests and fees. Also, the work contains information on performance rights fees, cable T.V. contracts, etc. Now somewhat older, but still of general value.
REF KF 4290 A59 vol. 7-	*Entertainment Law Reporter*. Santa Monica CA: Entertainment Law Reporter, 1985-present. A monthly publication that reviews new developments in the area of entertainment law and legislation. Each issue reviews recent cases and updates decisions of the last month. In addition, several in-depth articles concerning entertainment law appear in each issue. A list of articles appearing in various law reviews is also provided. A definitive source.
KF 390 E57 H87 1976	Hurst, Walter E. *Your Introduction to Music/Record Copyright, Contracts, and Other Business & Law*. Hollywood: 7 Arts Press, 1976. A very useful little book to learn the basic systems of the music and recording business. Short explanations of numerous processes are given along with information concerning music business terms. Also includes a detailed section on concert promotion.
REF KF 2994 J63 1983	Johnson, Donald F. *Copyright Handbook*. Second Edition. New York: Bowker, 1983. This is an excellent source for copyright information covering the area of music business. Explanations are well done and easy to understand. Special conditions of the 1978 copyright are given along with court cases which have affected the law since.
REF KF 4291 Z9 L43	*Legal and Business Aspects of the Music Industry: Music Videocassettes, and Records*. Donald E. Biederman, Chairman. New York: Praciticing Law Institute, 1980. This work is a good source for information on current music business practices, especially those areas concerning recording and videocassettes industries.

NURSING & HEALTH CARE MANAGEMENT RESOURCES

This Library Use Guide consists of a list of selected resources on nursing and health care management available in Auraria Library. It also suggests a research strategy or plan of action you can follow while doing research or simply looking for information on a topic. You may choose to use this suggested action plan in other libraries as well, because some of the resources listed here can be found in other libraries.

CHOOSE YOUR TOPIC

It is important to remember that you should choose a topic which is not only interesting to you but also appropriate to your capabilities and to the time available.

Looking through the library's collection of nursing materials may help you decide on a topic. Information about nursing and health care management can be found in several collections, i.e., reference, periodical, government documents, media and book collections. Books shelved on the second floor can be checked out. Within each collection area, library materials are arranged and located by call numbers. The call number refers to a subject. Most of the library materials in the areas of nursing, health care management and other related areas are assigned the call numbers as listed:

R		Medicine (General)
R	131-684	History of medicine
R	735-847	Medical education
RA		Public aspects of education
RA	5-418	Medicine and state
RA	421-790	Public health. Hygiene. Preventive medicine
RB		Pathology
RC		Internal medicine. Practice of medicine
RD		Surgery
--		--
RT		Nursing
RZ		Other systems of medicine

Please also note that most of the library materials are located and arranged first by type of materials, and then by call numbers. For instance, most of the nursing journals will be shelved in the periodicals collection area in the RT section while books are found in the RT section on the second floor.

For a more specific subject approach, be certain to use the *Library of Congress Subject Heading*, or ask reference librarians for more information.

WHAT LIBRARY MATERIALS DO YOU NEED?

To locate **APPROPRIATE** library materials for term papers or other purposes, you need to assess your needs based on your level of understanding of that topic and the type of resources that can BEST give you the information that you want. Different types of library materials can be generally categorized as books, periodicals, and other formats of materials, such as films, videotapes and maps.

A. REFERENCE BOOKS

Once you have decided on your topic, you may want to find an overview or a definition of your topic with the help of subject encyclopedias or dictionaries. These resources are helpful to you in understanding the usage of medical terms and concepts, because they were written by experts in the nursing and health care management fields.

The following are some of the encyclopedias and dictionaries in the reference section of Auraria Library:

REF R 121 B598 1981	*Black's Medical Dictionary*. 33rd edition. New York: Barnes & Noble, 1981. Black's well illustrated dictionary was first published in 1906 and remains a standard ready reference for authoritative definitions of medical terms. Editions are frequently revised and updated.
REF RC 69 M33 1990	*Dictionary of Medical Syndromes*. 3rd edition. New York: Lippincott, 1990. An easy reading reference book that gives synonyms, symptoms, signs, etiology, pathology, diagnostic procedure, therapy and prognosis of various diseases. Bibliographies are also provided.
REF R 125 F57 1981	*Fishbein's Illustrated Medical Health Encyclopedia*. 22 volumes. Wesport CT: Struttman, 1981. It contains in-depth information on various medical subjects to help the layman to understand better the various physical ailments and their treatments. It also includes many colored illustrations of parts of the human body and other medical subjects.

REF R 121 M89 1983	*Mosby's Medical and Nursing Dictionary*. St. Louis MO: Mosby, 1983. In addition to definitions, pronunciations are given for less familiar words. It contains a well-done, 32-page color atlas of human anatomy. The appendix includes many useful tables, such as the caloric values, sodium and potassium of various foods, meanings of Greek and Latin prefixes and suffixes, and a special section on mental health.
REF RC 81 N515 1987	*The New Complete Medical and Health Encyclopedia*. 4 volumes. New York: Lexicon, 1987. Gives answers to health care questions. Major diseases such as AIDS, cancer and heart problems and their treatments are discussed. This is a good source for background information, a handy guide to first aid, and a reference on where to get further information.

B. BOOKS

Books are retrospective in scope. They generally represent the opinions of the author(s), and can be considered thoroughly researched and are usually well organized. They can be relatively inclusive and broad in coverage, or quite specific to a particular topic or issue. Depending on your needs, you may want to take advantage of the table of contents and indexes in the books to focus on the information that is relevant to you. However, most books do not contain the most recent information on your topic or information on topics that are very current, because it takes, on the average, one to two years for a book to be written and published. A book published in 1991 will probably not contain information beyond 1989.

Books and other library learning materials in Auraria Library can be accessed by titles, authors and subjects by using the CARL (Colorado Alliance of Research Libraries) computer catalog. Please consult the library use guide "CARL System Introduction" for more information about CARL coverage and usage.

The Library of Congress Subject Headings, located in the index section on the first floor, can be used to determine the phraseology or terms used by the Library to represent your topic. You can also use *The Library of Congress Subject Headings* to broaden or narrow your topics.

C. PERIODICAL ARTICLES

The most current information, as well as historical information, can frequently be found in magazine and journal articles, which tend to deal with more specific topics than books cover.

To find current articles from journals owned by CARL libraries, use the UnCover database on CARL. For more information on UnCover, ask at the Reference Desk for the Library Use Guide "UnCover: Article Access Through CARL. For a more extensive search, use periodical indexes and abstracts.

To identify journal articles and/or other types of research by using indexes and abstracts, you need to look up your topics in *Cumulated Index to Nursing and Allied Health Literature, Cumulated Abridged Index Medicus, Hospital Literature Index* and other periodical indexes and abstracts. The topics are arranged in alphabetical order.

Periodical abstracts, such as *Psychological Abstracts*, are similar to periodical indexes but include informative summaries of each article or other type of research report.

Some periodical abstracts and indexes in Auraria Library are listed as follows:

INDEX R 129 I422	*Cumulated Abridged Index Medicus*. Bethesda: National Library of Medicine. V. 1- (1970-). Monthly. The monthly index, cumulated annually, covers about 120 English-language clinical journals. Most articles included are of immediate interest to practicing physicians and health professionals. Articles are arranged by subject and author.
INDEX RT 41 C8	*Cumulated Index to Nursing and Allied Health Literature*. Glendale CA: Glendale Adventist Medical Center. V. 22- (1977-) . (Formerly *Cumulated Index to Nursing Literature*. v. 1-21. 1956-1976.) Bimonthly, with annual cumulation. The index covers all major nursing journals published in English that pertain to nursing care as well as to the following allied health areas: cardiopulmonary technology, health education, laboratory technology, medical assistance, physical and respiratory therapies, and social service in health care. Each issue also includes separate sections on pamphlets, audiovisuals and book reviews.

INDEX RA 963 H67	*Hospital Literature Index*. Chicago: American Hospital Association in cooperation with the National Library of Medicine. V. 39- (1983-). Quarterly, annual and five year cumulation. Basic author-subject index to hospital literature concerning administration, planning, and financing of hospitals and related health care institutions. It does not include articles on clinical patient care.
INDEX BF 1 P65	*Psychological Abstracts*. Arlington: American Psychological Association. V. 27- (1953 -). Monthly. A comprehensive compilation of nonevaluative summaries of the world's literature in psychology and related disciplines. Each monthly issue contains abstracts listed under 16 broad subjects. It is imperative to use *The Thesaurus of Psychological Index Terms*, (call no. INDEX BF 1 .P65) to find the terminology that is used in the subject index section of the *Psychological Abstracts*. Please consult the Library Use Guide to *Psychological Abstracts* if needed.
INDEX HF 205 A46	*American Statistics Index*. Washington, D.C.: Congressional Information Services. 1973- . Monthly; bi-monthly issues with annual cumulations. The separate index and abstract volumes lead you to bibliographical and summary information of statistical information on various subjects. Information can be found by subject, name, categories, titles and government agency report number. Some subjects of current interest include infective and parasitic diseases, health facilities, infant mortality, hospitals and midwives. The statistical publications are available in microfiche and sometimes also in printed copy. Ask at the Reference Desk for assistance if needed.

When you identify the journal article(s) that you are interested in, you need to find out if Auraria Library subscribes to the journal(s) you need by looking it up on the CARL computer catalog. For information about locating the journals you need in Auraria Library, please consult the Library Use Guide "Periodical Indexes," available near the Reference Desk.

IF AURARIA LIBRARY DOES NOT HAVE THE LIBRARY MATERIALS YOU NEED, ASK AT THE REFERENCE COUNTER.

Auraria Library offers an Interlibrary Loan Service through which the library can borrow materials for you from other libraries. Note that this can take 2-4 weeks and sometimes involves a fee.

The librarian at the reference counter can often help you locate other suitable information on your topic if the library does not own the material you need.

CONSIDER USING THE COMPUTER DATABASES EQUIVALENT OF NURSING AND HEALTH SCIENCE INDEXES.

1) File #59 on CARL system is the Medline database, which contains more than 6 million bibliographic records of journal articles, books, and dissertations in the field of medicine and its related fields. The database is accessible only by authorized passwords. If interested, please inquire at the Reference Desk for password use.

2) In addition, computer access to numerous other nursing and allied health literature sources is also available at Auraria Library through Computer-Assisted Research (CAR). This service, for a fee, can provide a customized bibliography, or can, in some cases, retrieve an abstract or the complete text of a periodical article. If interested, you may consult the reference librarian to see if you have a topic that could easily and quickly be searched online. More details about this service are available in the Library Use Guide "Computer-Assisted Research."

EY:6/91

PSYCHOLOGICAL ABSTRACTS

CALL NUMBER: INDEX BF1 P65

Psychological Abstracts is an index of materials in the field of psychology. It indexes books, chapters of books, magazine articles, and doctoral dissertations. It gives you citation information (author, title, publisher, date, etc.) to enable you to locate these materials and also gives you a summary of each article, chapter, or book. It is published once a month in paperback (each paperback with its own index) and is bound each year. Psychological Abstracts is kept on the periodical index shelves. Its call number is Index BF 1 .P65.

ARRANGEMENT

Each volume number of Psychological Abstracts consists of an Entries Volumes and an Index Volume. The Index Volume contains a subject index as well as an author index. Beginning with the 1984 issue, the Author Index is bound separately at the end of each year. Also included in the Author Index Volume is the Coverage List, or the list of periodicals indexed in the Psychological Abstracts. Before 1984, the Coverage List and the Author Index were included and bound with the Subject Index Volume. They refer you to the Entries Volumes. The Entries Volumes will in turn give you the bibliographic information you need to locate the actual book or article. The Index and Entries Volumes MUST be used together. Always be sure the Entries Volume number (on the spine) is the same as the Index Volume number (on the spine).

HOW TO USE PSYCHOLOGICAL ABSTRACTS

1. IDENTIFY YOUR SUBJECT HEADINGS.

You will find that it is important to use the same terminology that is used by the Psychological Abstracts in order to find the literature in the Subject Inex. The Thesaurus of Psychological Index Terms lists correct subject headings that represent different topics in the psychology field. The thesaurus is shelved next to the Psychological Abstracts in the index collection area. Its call number is Index BF 1 .P653.

From the example on the right, "Academic Achievement" is in boldface. That means it is a recognized subject heading, and you will find listings of literature (such as periodical articles) under that heading in the Index Volume. You will also find listings under the "Broader," "Narrower," and "Related" subject headings.

Do not use the "Used For" (or UF) headings. There are NO listings in the Index Volume under these terms.

Academic Achievement

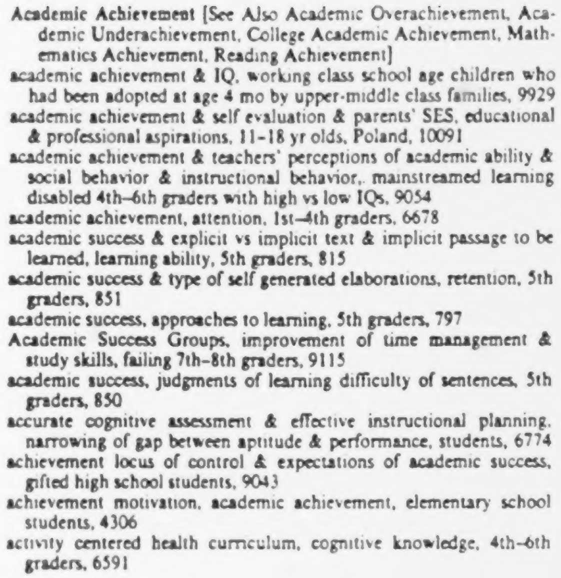
Used for	Achievement (Academic) Gradepoint Average Scholastic Achievement School Achievement
Broader	Achievement
Narrower	Academic Overachievement Academic Underachievement College Academic Achievement Mathematics Achievement Reading Achievement
Related	Academic Achievement Motivation Academic Achievement Prediction Academic Aptitude Academic Failure Education/ School Learning

2. USE THE INDEX VOLUME.

The Index Volume contains the subject headings in alphabetical order. Under each heading is a list of entry numbers, and in the yearly bound volume, brief descriptions of articles, reports, and book chapters. Read the brief descriptions, if they are available, and write down the entry numbers of those that you are interested in reading.

From this list under the subject heading ACADEMIC ACHIEVEMENT, you decide you want to read the article on "Academic success group, improvement of time management and study skills, failing 7th-8th graders, 9115."

The entry number, 9115 in this case, is what you need to take from the Index Volume to the Entries Volume.



Academic Achievement [See Also Academic Overachievement, Academic Underachievement, College Academic Achievement, Mathematics Achievement, Reading Achievement]
academic achievement & IQ, working class school age children who had been adopted at age 4 mo by upper-middle class families, 9929
academic achievement & self evaluation & parents' SES, educational & professional aspirations, 11-18 yr olds, Poland, 10091
academic achievement & teachers' perceptions of academic ability & social behavior & instructional behavior,. mainstreamed learning disabled 4th–6th graders with high vs low IQs, 9054
academic achievement, attention, 1st–4th graders, 6678
academic success & explicit vs implicit text & implicit passage to be learned, learning ability, 5th graders, 815
academic success & type of self generated elaborations, retention, 5th graders, 851
academic success, approaches to learning, 5th graders, 797
* Academic Success Groups, improvement of time management & study skills, failing 7th–8th graders, 9115
academic success, judgments of learning difficulty of sentences, 5th graders, 850
accurate cognitive assessment & effective instructional planning, narrowing of gap between aptitude & performance, students, 6774
achievement locus of control & expectations of academic success, gifted high school students, 9043
achievement motivation, academic achievement, elementary school students, 4306
activity centered health curriculum, cognitive knowledge, 4th–6th graders, 6591

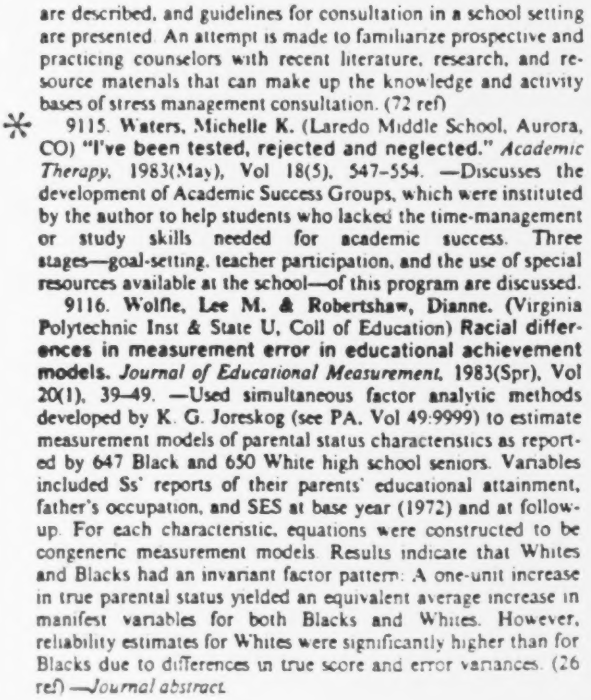
3. USE THE ENTRIES VOLUME.

Use the corresponding Entries Volume to get the full information about the article, report or book. Be sure the volume number and year match those of the Index Volume. The Index Volume used above is v. 70 (July-Dec. 1983). So, entry number 9115 must also be in v. 70.

In the Entries Volume, all the numbered entries are arranged in numerical order.

Once you find entry number 9115, you can see that it refers you to an article by Michelle K. Waters (affiliated with the Laredo Middle School, Aurora, CO), entitled "I've been tested, rejected and neglected." It appeared in the journal, Academic Therapy, the May 1983 issue, volume 18, number 5 on pages 547-554.

Reading the summary of the article will help you determine if it is an article you would like to read in full.



are described, and guidelines for consultation in a school setting are presented. An attempt is made to familiarize prospective and practicing counselors with recent literature, research, and resource materials that can make up the knowledge and activity bases of stress management consultation. (72 ref)

* 9115. **Waters, Michelle K.** (Laredo Middle School, Aurora, CO) **"I've been tested, rejected and neglected."** *Academic Therapy*, 1983(May), Vol 18(5), 547–554. —Discusses the development of Academic Success Groups, which were instituted by the author to help students who lacked the time-management or study skills needed for academic success. Three stages—goal-setting, teacher participation, and the use of special resources available at the school—of this program are discussed.

9116. **Wolfle, Lee M. & Robertshaw, Dianne.** (Virginia Polytechnic Inst & State U, Coll of Education) **Racial differences in measurement error in educational achievement models.** *Journal of Educational Measurement*, 1983(Spr), Vol 20(1), 39–49. —Used simultaneous factor analytic methods developed by K. G. Joreskog (see PA, Vol 49:9999) to estimate measurement models of parental status characteristics as reported by 647 Black and 650 White high school seniors. Variables included Ss' reports of their parents' educational attainment, father's occupation, and SES at base year (1972) and at follow-up. For each characteristic, equations were constructed to be congeneric measurement models. Results indicate that Whites and Blacks had an invariant factor pattern: A one-unit increase in true parental status yielded an equivalent average increase in manifest variables for both Blacks and Whites. However, reliability estimates for Whites were significantly higher than for Blacks due to differences in true score and error variances. (26 ref) —*Journal abstract.*

4. HOW TO LOCATE PERIODICALS IN AURARIA LIBRARY

Assuming you are interested in pursuing the article entitled, "I've been tested, rejected and neglected," your next step is to see if Auraria Library has a copy of the May 1983 issue of Academic Therapy. To do that, consult the "Auraria Library Periodicals List," which lists all of the library's periodicals in alphabetical order by title. It is located near the Reference counter.

If you happen to have an entry that refers you to a book, not a periodical article, you need to perform a WORD search (using the title of the book) on the Public Access Catalog (PAC) to see if it is available in Auraria Library.

If needed, the Reference Librarian at the Reference counter will assist you in determining which entries are for periodical articles and which are for books.

5. IF AURARIA LIBRARY DOES NOT HAVE THE MATERIAL YOU NEED, ASK AT THE REFERENCE COUNTER

Auraria Library offers an InterLibrary Loan service by which the library can borrow materials for you from other libraries. However, this can take 2-4 weeks and sometimes involves a fee. The Reference Librarian at the Reference counter can help you locate other suitable information on your topic, too, if the library does not own the material you need.

6. CONSIDER USING THE COMPUTER DATABASE EQUIVALENT OF PSYCHOLOGICAL ABSTRACTS

Auraria Library subscribes to more than 200 online databases. One of these is PsycInfo, which is the online counterpart of the printed index, Psychological Abstracts. It is updated weekly, so it contains much more recent information than the printed version. Also, since 1981, PsycInfo contains 25% more information than the printed version.

In-depth, online searches have a base cost of $1.50/minute spent online. It can save you an incredible amount of time. You are welcome to consult the reference librarian at the Reference counter to see if you have a topic that could easily and quickly be searched online. More details about this service are available in the Library Use Guide, "Computer-Assisted Research."

ey:5/87
p47

PUBLIC AFFAIRS

This guide lists some of the library sources useful for research in the areas of public administration, policy sciences, and urban studies. Since public affairs is a very interdisciplinary field of study, be sure to look at the library guides in the display rack near the front door of the library to see if there are some additional guides that are relevant to your particular interests. For example, there are separate guides to "Criminal Justice," "Grants Information," and many others. The guide to "Statistics: How to Find Them" is especially important. It covers general statistics in the social sciences including government and census materials.

LIBRARY OF CONGRESS CALL NUMBERS

Many books and reference materials in public affairs may be found in the call number areas listed below. It is a good idea to browse the reference collection on the first floor and the circulating collection on the second floor in the call numbers areas which are pertinent to your subject:

H61-H97	Policy Sciences
HJ	Public Finance
HT1-HT400	Urban Affairs, City and Regional Planning
JF1321-JF1699	Public Administration
JS	Political Science - Local Government
NA 9000-9425	City Planning (The NA's are located in "A & P" the Architecture and Planning Library in the CU-Denver Building)

CARL COMPUTER CATALOG

All kinds of books, reference books, reports, media and many government documents may be located by using CARL (Colorado Alliance of Research Libraries) computerized information system. Look for materials using the computer terminal when you know a person's name, topic/keywords or the call number of a book or general field of study.

WORD SEARCH:

Use a **WORD** search when you have a topic or title in mind. A **WORD** search will identify books which have those words in the title of the book or in the standard

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

subject headings. Generally you will get much more information if you consult the *Library of Congress Subject Headings* book located in the Index Section. Useful words include the following:

Public Administration
Public Finance
Personnel Management
Policy Sciences
Decision Making
Municipal Government
Urban Policy
Small Groups

The following words may also be useful when used with the subject terms shown above or with geographical names:

Bibliography
Guide
Case Studies
Dictionaries
Politics Government
Handbooks
Laws Regulations
Statistics
Encyclopedias
Economic Conditions

Example: If you are interested in case studies in personnel management, type in the words "Personnel Management Case Studies."

NAME SEARCH:

Use a **NAME** search when you know the name of an individual, or an organization. Note that a **NAME** search for an individual will yield books **about** the person as well as those **by** the person. The name of an organization or agency responsible for the publication is considered to be a corporate author and these names may also be used. Some agencies, like the Bureau of the Census, publish a great many materials. If the computer identifies too high a number of items, it will give you the opportunity to add a new word to make your search more specific. This may be any pertinent word, even a word that may appear in the title. Some examples of corporate authors are:

American Society Public Administration
Denver Regional Council of Governments

INDEXES AND ABSTRACTS

To locate recent periodical articles about a specific topic, use indexes or abstracts, kept in the index section near the Reference Desk. Indexes come in three formats: CARL system databases, CD-ROMs, and print indexes (those in book form). In this guide, print indexes have been divided by subject.

INDEX DATABASES ON CARL

Article access databases on CARL are UnCover, Magazine Index, and Trade and Industry Index. For information, ask at the Reference Desk for the Library Use Guide "UnCover: Articles Access Through CARL."

CD-ROM DATABASES

CD-ROM stands for "compact disk, read only memory." A CD-ROM player connected to a personal computer enables fast, customized searching of data. Some CD-ROM's are primarily indexes to periodical articles; some contain statistical data. The records of periodical articles stored on these disks can be retrieved by subject, keywords in a title, author, and words in an abstract summary. The advantages to using a CD-ROM are that several terms can be combined together into a customized search and several years can be searched at once. A bibliography can then be printed out. Statistical data can also be searched and combined into customized reports.

Several CD-ROM products are available at the Auraria Library; those relevant to Public Affairs include:

Social Science Index

ERIC (Education Resources Information Center)

ABI - Inform (business journals)

Newsbank and Business Newsbank (local newspapers)

U.S. Census and other government produced economic data

Ask at the Reference Desk for assistance in using these computers.

PRINT INDEXES AND ABSTRACTS

For reports, older articles, and a wider range of articles, use the indexes and abstracts in the Index section near the Reference Desk.

Public Affairs Indexes

INDEX HD 4802 H85	*Human Resources Abstracts*. Beverly Hills CA: Sage Publications, 1968- . Former title: *PHRA Poverty and Human Resources Abstracts*. This index covers manpower policy and human resources development, unemployment, social services and welfare, poverty, public policy, and other subjects pertaining to human, social and manpower problems and their solutions. It includes journals, books, reports, and some government documents. The abstracts are arranged by broad subject categories with subject and author indexes which cumulate annually.
INDEX H 1 P9	*Public Affairs Information Service Bulletin* (P.A.I.S.) New York: Public Affairs Information Service, Inc., 1950- . This is one of the most important indexes in the areas of public administration and public policy, because of the breadth and depth of coverage of materials in all aspects of public life. It is easy to use and is the best single starting point for your research. In addition to indexing hundreds of scholarly journals, it also covers books, reports of public and private agencies, pamphlets, and some government documents. It has subject and author indexes which cumulate annually. *P.A.I.S.* is also available as a database (see last page of this library use guide).
INDEX JA 1 S27	*Sage Public Administration* Abstracts. Beverly Hills CA: Sage Publications, 1974- . The only indexing service aimed exclusively at public administration, this work does selective indexing of 100 of the best known journals in the field. It also covers books, some government publications, reports, legislative research studies and other hard-to-find materials. The general arrangement is by broad subject area such as Administrative Theory, Organization Theory, Policy Making, etc. Subject and author indexes cumulate annually.
INDEX H 1 S63	*Social Sciences Citation Index*. Philadelphia: Institute for Scientific Information, 1977- . The broadest index to social, behavioral, and related sciences, this work is complicated but worth learning to use. It indexes 1500 social science journals with complete coverage and does selective indexing of 3200 science journals for articles pertaining to the social sciences, mostly English language publications. For a traditional search, use the subject index (called the Permuterm Index) or the

MICRO HT 101 U7	*Current Urban Documents Microfiche Collection*. 1972- . Access to this collection is provided by the index described above. The Auraria Library has the documents for Colorado which include Aurora, Colorado Springs, Denver, Lakewood, and Pueblo. They include things such as Stapleton Airport and Denver Convention Center reports. The Denver Public Library has the complete microfiche collection for all of the 272 cities.
INDEX HE 7293 A1 H56	U.S. Department of Housing and Urban Development. *Housing and Planning References*. Washington, D.C.: Government Printing Office, 1975- . This index contains a selection of books, reports and journal articles received by the Library of the Department of Housing and Urban Development. It provides good coverage of the subject including both U.S. government and non-government sources. Each issue contains a list of new books and periodicals, and is arranged by subject with author and geographic indexes. The indexes do not cumulate.
INDEX HT 167 M6 Guide	*Model Cities Reports: A Bibliographic Guide to the Microfiche Collection*. Sanford NC: Microfilming Corporation of America, 1981. This is a comprehensive collection of the studies and reports pertaining to the "Demonstration Cities" program of the Lyndon B. Johnson administration. The "Demonstration Cities" program came into existence with the passage of the Demonstration Cities and Metropolitan Development Act in 1966 and ended in 1973. The guide is arranged by state with a more detailed geographic index in the back which is useful for locating material on a particular city. The documents themselves are on the microfiche below.
MICRO HT 167 M6	*Model Cities Microfiche*. Sanford NC: Microfilming Corporation of America, 1981. This collection consists of documents on microfiche of the Model Cities Reports described above.
INDEX HT 123 S2	*Sage Urban Studies Abstracts*. Beverly Hills CA: Sage Publications, 1973- . This service covers important books and selectively indexes 100 of the best known journals in the field. It also covers pamphlets, some government publications, significant speeches, legislative research studies and other hard-to-find material. The general arrangement is by broad subject area such as Urban Planning, Transportation, Politics and Government, etc. It is particularly good for planning and land use. It has subject and author indexes which cumulate annually.

author index (called the Source Index). However, the main purpose of this index is to trace the citations of an author whose work you find useful. If you know an author whose work interests you, it is possible to find out what later publications have cited that work as a reference, and thus trace the development of an idea. Detailed instructions are located inside the cover of each hardbound volume with an overall guide in the separate *GUIDE* volume. There is a **separate library use guide explaining how to use *SSCI*.** *SSCI* is also available as a database (see last page of this library use guide).

INDEX
H
1
S62

Social Sciences Index. New York: H.W. Wilson, 1974-. Former title: *Social Sciences and Humanities Index*.
This is a useful general index to some 260 periodicals of a scholarly nature in the social sciences. It is easy to use and has a combined subject and author index. Beginning with 1974 it has a separate index in the back for book reviews. **Also on CD-ROM.**

INDEX
JA
1
U5

United States Political Science Documents. Pittsburgh: NASA Industrial Applications Center, University of Pittsburg, 1974- .
This work features in-depth indexing which covers every article of 150 leading U.S. journals in political science. The indexing is also intensive, since as many as ten different categories may be used for an article. It is issued each year in two volumes. There are six indexes located in volume 1. The most useful to use for a subject search are the "subject" index and "rotated subject descriptor display." There is also a geographic area index and author/contributor, proper name, and journal index. Coverage includes public administration, policy sciences and general political science.

Urban Affairs Indexes

INDEX
HT
101
U72

Index to Current Urban Documents. Westport CT: Greenwood Press, 1972- .
This is an index to local government documents issued by 272 of the largest cities and counties in the United States and Canada. It includes municipalities, authorities, regional councils and other agencies plus some state publications that pertain to cities. There is both a subject index and a geographic index by name of the city. It is an excellent source for difficult-to-find local government publications. The documents are in the microfiche collection identified below.

INDEX HT 123 U7	*Urban Affairs Abstracts*. Washington, D.C.: National League of Cities, 1972- . This work covers up-to-date, relevant urban literature. Weekly updates make it an important current awareness tool for city managers and other interested persons. It abstracts articles from 800 journals of general and specific relevance to urban affairs. Subject access is provided by the arrangement which is by subject category. A list of the subject descriptors used is located in the front of each volume. There are geographic and author indexes which cumulate annually.
INDEX HT 151 N4	*NewsBank Index*. New Canaan CT: NewsBank, Inc., 1970- . This service provides articles from newspapers of over 100 U.S. cities concerning urban problems. See the Newspaper Indexes section below. **Also on CD-ROM.**

Indexes In Management

For more details on sources of business information see the Business Resources library use guides. **See also ABI/Inform on CD-ROM.**

INDEX HF 5001 B983	*Business Periodicals Index*. New York: H.W. Wilson, 1958- . This is the basic comprehensive index to business periodical literature. The subject index is easy to use. No author index is provided. A separate section indexes book reviews. Use such terms as public administration, public personnel management, social policy, urban policy, etc.
INDEX HF 5001 B985	*Business Publications Index and Abstracts*. Detroit: Gale, 1983- . This service provides a subject and author index, with abstracts to journal articles, books, and selected other materials. The focus is on management topics.
INDEX HF 5549 P452	*Personnel Management Abstracts*. Ann Arbor MI: University of Michigan, Graduate School of Business and Administration, 1969- . Abstracts of journal articles dealing with the management of people and organizational behavior are provided by this index. The articles are arranged by subject categories, plus an author index.

INDEX HF 5549 U52	U.S. Office of Personnel Management. *Personnel Literature*. Washington, D.C.: Government Printing Office, 1970- . This work covers books, journal articles, and documents received in the U.S. Office of Personnel Management Library. It consists of brief annotations arranged by the subject categories listed in the table of contents. There is an annual subject and name index.

Indexes To U.S. Government Publications On Many Subjects

REF KF 49 C6	Commerce Clearing House. *Congressional Index*. Chicago: Commerce Clearinghouse, 2 vols., 90th Congress · 1967- . (Looseleaf) The principal value of this index is to find out about the status of current bills in the U.S. Congress. There is a brief description of the bill and several indexes so you can locate it by the name of the bill, by subject, or by principal author or sponsor. The index also contains information about committee memberships and voting records. Vol. I contains the indexes and Senate materials plus how-to-use instructions. Vol. 2 has materials on the House of Representatives. New pages are added to the looseleaf volumes every week to keep them up-to-date.
INDEX KF 49 C62	*Congressional Information Service Index* (*CIS*). Washington, D.C.: Congressional Information Service, Inc., 1970- . The U.S. Congress publishes a wealth of materials on a wide variety of current and timely subjects. Committee hearings, committee prints, and House and Senate reports often provide technical information and expert testimony as well as diversity of viewpoints about a subject. These can be very useful to a person doing general research on a current topic as well as to a person tracing a law and its background. *CIS* is the best index to use to get at the publications of Congress since 1970. The subject index volume contains a detailed subject/name index with many cross references. An internal numbering system is used to guide you to the corresponding abstract volume, where there is an abstract of the publication and where you may obtain the appropriate call number to get the material. Also, legislative histories may be found in the back of the abstract volume, arranged by public law number. Detailed guides showing how to find the desired publications are taped to the table. For congressional publications prior to 1970, it is necessary to use the *Monthly Catalog of United States Publications* (below). The Auraria Library owns in paper copy nearly all of the publications *CIS* indexes.

INDEX
KF
35
U5

Congressional Record Index. Washington, D.C.: Government Printing Office, 1789- .
This is the official subject/name index to the proceedings and debates of the U.S. Congress. It includes access by name of Act. A section at the back gives the history of bills and resolutions.

INDEX
Z
7164
F5
U495a

U.S. General Accounting Office. *GAO Documents*. Washington, D.C.: Government Printing Office, 1979- .
A comprehensive catalog of GAO publications and documents, this work includes reports, decisions and opinions, staff studies, testimonies, speeches, and letters. It has 8 indexes: subject, agency/organization, personal name, budget function, GAO issue areas, congressional, law/authority, and document number. The citation section describes the item and often includes an abstract.

INDEX
T
45
G782

Government Reports Announcements and Index. Springfield VA: National Technical Information Service. (NTIS), 1946- .
In addition to technical information, this index contains a surprising amount of material in the social sciences, much of which is pertinent to public affairs. It covers government sponsored research done by federal agencies or under contract. Begin with the "key word index" volumes of the *Government Reports Annual Index* (blue books) to obtain the volume, issue, and page numbers where the abstract may be found in the *Government Reports Announcements and Index* (gray books). Obtain the report number(s) and check the Government Documents Shelf List nearby to see if the library owns the report. The Auraria Library owns only a few of these reports. However, the CU-Boulder (Norlin Library) has most of these NTIS reports on microfiche. You can also browse Field 5A - "Administration and Management" in the gray books.

INDEX
J
83
I5

Index to U.S. Government Periodicals. Chicago: Infordata International, 1978- .
This work indexes substantive articles that have appeared in 178 major periodicals published by the U.S. Government. Many of the articles are not indexed elsewhere. It covers the wide spectrum of subjects covered by government publications. There is a subject/name index.

INDEX
J
83
U5

Monthly Catalog of United States Government Publications. Washington, D.C.: Government Printing Office, 1895- .
The principal index for government documents, this work is comprehensive in scope covering the publications of most agencies and departments, congressional materials, and some research reports. Multiple indexes are available for recent years. The Subject and the Title Keyword indexes are the most useful for a subject approach. Use the indexes to obtain the entry number and then locate the description of the item you desire in the entry volumes. Be sure to obtain the Superintendent of Documents call number and look in the Government Documents shelves on the first floor of the library, southwest corner, and in the microfiche drawers labled "U.S. Government Documents" in Periodicals/Microforms to see if it is in the Auraria Library. The Auraria Library has been a selective depository since 1979, so older publications may not be found. Auraria Library does not receive all publications nor are all those received cataloged in the Auraria database. Denver Public Library and CU-Boulder have been complete depositories since the 1880's.

See also "Government Publications" database on CARL; it is the online equivalent of the *Monthly Catalog*.

INDEX
J
80
A284

U.S. Office of the Federal Register, National Archives and Records Administration. *Weekly Compilation of Presidential Documents*. Washington, D.C.: Government Printing Office, 1983- .
This is the index to the periodical of the same name, which publishes statements, messages and other presidential materials released by the White House the preceding week. Older issues of the index are in the bound periodical volumes.

Indexes To State And Regional Government Publications

NOTE: For Colorado State Publications - see separate Library Use Guide

INDEX
JK
2443
U5

Monthly Checklist of State Publications. Washington, D.C.: Library of Congress, 1926- .
This is a record of state documents which have been received by the Library of Congress from all of the states. The arrangement is a listing by state. There is also an annual subject index which appears early in the following year as a separate issue. The Auraria Library has only a few of the publications for states other than Colorado/Rocky Mountain Region. Check the CARL terminal to determine if the library owns the item you need. If not, it can be obtained on interlibrary loan from another library or from the agency.

CALL NUMBERS VARY	Publications from the Denver Regional Council of Governments (DRCOG). DRCOG is a regional planning agency representing 6 counties and 41 local governments in the Denver/Boulder metropolitan and front range area. It produces reports and studies covering a broad range of topics pertaining to the Denver area. To locate these, do a name search in the Auraria Catalog on CARL, under the Denver Regional Council of Governments. If you get too high a number of books, the computer will give you the opportunity to add a new word to make your search more specific.

Newspaper Indexes

Newspapers are an important source of information about current events, social conditions, and opinions about controversial issues. The Auraria Library has indexes to the following major newspapers. Back issues of the newspapers are available on microfilm. There are detailed how-to-use instructions in the front of each hard cover volume.

INDEX AI 21 N44	The **New York Times** Index. New York: New York Times, 1851- .
INDEX AI 21 D43	Bell & Howell Index to the **Denver Post**. Wooster OH: Bell & INDEX Howell, 1979- .
INDEX AI 21 W33 054	The Official **Washington Post** Index. Woodbridge CT: Research Publications, Inc., 1974- .
INDEX AI 21 C57	Bell & Howell's Index to the **Christian Science Monitor**. Wooster, OH: Bell & Howell, 1969-
INDEX HG 1 W26	The **Wall Street Journal** Index. New York: Dow Jones & Co., 1958- .
INDEX HT 151 N4	*NewsBank Index*. New Canaan CT: NewsBank, Inc., 1970- . This service provides selective subject access to the content of newspapers from over 100 U.S. cities. Articles are selected from the socio-economic, political, international, and scientific fields. The articles themselves are available on the microfiche below. **Also on CD-ROM.**
MICRO HT 151 N4	*Newsbank*: Urban Affairs Library. NewsBank, Inc., 1970- . Articles from local newspapers concerning urban problems. Access is by the index above.

Related Social Science And Law Indexes

INDEX
JA
1
C18

Combined Retrospective Index to Journals in Political Science, 1866-1974. Arlington VA: Carrollton Press 1978.
This index includes access to many journals not previously indexed and also provides a single convenient source for searching the back files of 531 journals in history, political science, and sociology, using uniform subject terms. It provides easy access to many citations which would have required searching many indexes separately. Volumes III-VI cover public administration. Consult the table of contents to identify the broad subject category you are interested in. Within each broad category there is a keyword index which provides a detailed subject approach. Under each keyword the arrangement is chronological. Journal titles are entered by code number. The codes are listed inside the front and back covers.

INDEX
Z
5055
U5
A53

Comprehensive Dissertation Index. Ann Arbor: University Microfilms International, 1861- .
This index provides the only definitive access to doctoral dissertations published in the U.S. and Canada. Consult the table of contents at the beginning of the social science volumes to locate the section on Law and Political Science. Within each section the index follows a detailed subject arrangement. Cumulative indexes make it easy to check for dissertations from 1861-1972. Abstracts of the dissertations are available on microfilm as described below. The dissertations done at the UCD Graduate School of Public Affairs (GSPA) are located with the circulating books on the second floor where they are shelved together (LD 1190 P86). In addition the Auraria Library owns plus several hundred selected titles in the field of public administration and policy science. For a list of these see the Bibliographies section below. Dissertations owned by the library are listed individually in the CARL computerized information system. Dissertations done at CU-Boulder are housed in the circulating collection at Boulder. To obtain the full text of other dissertations it is necessary to request them on interlibrary loan or purchase them from University Microfilms. Ask at the reference desk for details.

MICRO
Z
5055
U5
A53

Dissertation Abstracts International: A., The Humanities and Social Sciences; B., The Sciences and Engineering. Ann Arbor: University Microfilms International, 1938- .
This collection consists of the text of the abstracts to doctoral dissertations on microfilm. To identify the dissertations you are interested in, use the index above.

INDEX JK 1 C15	*Congressional Quarterly Weekly Report. Index*. Washington, D.C.: Congressional Quarterly, Inc., 1982- . The self-index to the journal of the same name, this work provides detailed indexing to this weekly report of issues and events in Congress and on the national political scene, including the status of legislation, and committee, House and Senate roll-call votes, party platforms, etc. Older issues of the index are contained on the journal microfilm.
INDEX TJ 163.2 E45	*Energy Abstracts for Policy Analysis*. Oak Ridge TN: United States Department of Energy, Technical Information Center, 1978- . This service indexes and abstracts primarily nontechnical articles and reports which emphasize programmatic efforts; policy, legislative and regulatory aspects; social, economic, and environmental impacts; etc. Types of materials covered include journals, U.S. government publications, regional commission and state and local government reports, conference proceedings, books and publications of private industrial firms, educational institutions, societies and associations. The abstracts are arranged by broad subject area. There are subject, author, and corporate author indexes, which cumulate annually.
INDEX KF 8 I5	*Index to Legal Periodicals*. New York: H.W. Wilson, 1952- . This work indexes the major legal periodicals. It has subject and author indexes plus a book review index, and a table of cases and statutes. Subject headings include such terms as public finance, public officials and employees, etc. The Auraria Library has a few of the most important law journals. For others you may use the Colorado Supreme Court Library (downtown Denver) or the Law Library at CU-Boulder.
INDEX JA 36 I5	*International Political Science Abstracts*. Paris: International Political Science Association, 1977- . This service selectively abstracts the leading U.S. and foreign political science journals and year books. It is a good index to use for foreign and comparative government materials. The abstracts are in English for English language articles. Each issue contains a subject index in English. The annual volume contains both subject and author indexes. Some examples of useful both subject terms are: "public administration," "comparative public administration," and "public policy."
INDEX JK 1 N28	*National Journal Cumulative Index*. Washington, D.C.: National Journal Inc. 1983- . This is the self index to the journal of the same name. It provides detailed indexing to this weekly on politics and government and contains in one alphabetical listing indexing by subject, geographic listings, government agencies, congressional committee, acts of congress, personal names and private organizations, plus a separate Policy Forum index. Older issues of this index are in the bound journal volumes.

BIBLIOGRAPHIES

A bibliography, or list of publications on a particular subject, can save you time that would otherwise be spent looking in many places. Someone else has done a lot of searching and selecting for you. Bibliographies can also add depth to your research because they usually list a wide variety of published materials and are not limited to items that are owned by the Auraria Library. To locate a bibliography or a guide to the literature in your field you can do a WORD search in a CARL database, using the words "bibliography" or "guide" along with your topic word. Some examples of bibliographies and other ways to locate them are listed below.

JF
1351
A1
P8

Public Administration Series. Monticello IL: Vance Bibliographies. Dates vary.
The library acquires the Vance bibliographies in public administration. This series consists of many individual bibliographies covering a wide range of specific subjects pertinent to public administration. The library has over 500 of these. They are generally more current than larger bibliographies, which may take several years in the making. These are individually listed in the CARL system and may be located by performing a WORD search as described above. In addition you may browse the series on the open shelves on the second floor where they are shelved together. Indexes (yellow covers) appear as part of the series every two years.

REF
JK
765
B68

Bowman, Sarah Y., and Jay M. Shafritz. *Public Personnel Administration: An Annotated Bibliography.* New York: Garland, 1985.
The annotated citations range from examinations of the philosophic underpinnings of a personal decision arena to specific techniques used in getting the job done. Encompasses information, theories, and prescriptions focused on the particular problems of the public sector, and the more generic issues of personnel administration. Ranges from the perennial concerns, such as position classification, to more recent issues, such as equal employment opportunity.

REF
Z
1215
A8

Associations' Publications in Print. New York: Bowker, 1982-. (Annual)
This work lists publications and audio-visual materials available from wide variety of associations. In addition to the subject index (v. 1) it is possible to look in the publisher/title index (v. 2) under the name of the association. You can, for example, find out what is published by the International City Management Association. The current issue is kept on Row One of the index tables.

REF H 62.5 U5 Z92 1988	Wasserman, Paul, James R. Kelly, and Desider L. Vikor, eds. *Encyclopedia of Public Affairs Information Sources*. Detroit: Gale, 1988. A bibliographic guide to approximately 8,000 citations for publications, organizations, and other sources of information on nearly 300 subjects relating to public affairs. Includes abstract services, indexes, and information systems; annuals and reviews; associations and professional societies; bibliographies; directories; encyclopedias and dictionaries; handbooks and manuals; online data bases; periodicals; research centers, institutes, and clearinghouses; statistical sources; etc.

REFERENCE BOOKS ABOUT GOVERNMENT AND GOVERNMENT PROGRAMS

REF HC 110 P63 U53a	U.S. Office of Management and Budget. *Catalog of Federal Domestic Assistance*. Washington, D. C.: Government Printing Office. Annual with a semi-annual update, 1983- . This valuable resource is a government-wide compendium on federal programs which provide financial assistance to states, local governments, and individuals. It includes information on all types of grants, and lists eligibility requirements, funding, application procedures and local contacts.
REF J 83 G8	Andriot, John L., ed. *Guide to U.S. Government Publications*. Mclean VA: Documents Index. (Annual) It provides an annotated description of all depository documents item by item. The arrangement is by agency and Superintendent of Document number. There are also title and agency indexes.
REF Z 674.5 U5 I53 1983	*Information U.S.A.* New York: Viking, 1983. This book pinpoints information sources and specialists of the U.S. Government. It arranged by agency with a subject index.

INDEX Z 1002 B595	*Bibliographic Index*. New York: H.W. Wilson, 1956- . A subject list of bibliographies published separately or appearing as parts of books, pamphlets and periodicals. To appear on this list a bibliography must have 50 or more citations.
REF H 97 D6	*Doctoral Dissertations in Public Administration/Public Policy: Owned by the Auraria Library, October 1983.* The Auraria Library has purchased several hundred doctoral dissertations in the areas of public administration and public policy. This is a list of those dissertations owned by the library. This list does not contain dissertations done at the UCD Graduate School of Public Affairs. See section 3G above.
INDEX J83 U54 No.	*Superintendent of Documents Subject Bibliography Index*. Washington, D.C.: Government Printing Office Library has from beginning No. 1- . Over 240 brief bibliographies which identify government publications on selected subjects are indexed in this work. The bibliographies are also contained in these volumes. Use the green index pages to identify the SB No. and then locate the bibliography.
REF JF 1351 A5 1983	Caiden, Gerald, and Richard A. Loverd. *American Public Administration: A Bibliographic Guide to the Literature*. New York: Garland, 1983. This is a selective guide to the literature of public administration which is designed to identify the core of the field plus provide the essence of the state of the art. The aim is to suggest a minimum library, that provides an overview, and identifies leading works in the field that can be used for instructional and research purposes. It covers basic reference materials, and leading books and journals. It excludes government documents and individual journal articles.
REF JS 425 H6 1983	Honadle, Beth W. *Public Administration in Rural Areas and Small Jurisdictions: A Guide to the Literature*. New York: Garland, 1983. This work identifies books and articles on the administration of human and fiscal services, development, government management, administration, organization and service delivery in small communities and rural areas. There are indexes by subject, author and place, plus a directory of relevant organizations.
REF H 97 R62 1984	Robey, John S. *Public Policy Analysis: An Annotated Bibliography*. New York: Garland, 1984. This is a list of books and articles on policy analysis, such as social welfare policy. It covers publications from 1977 through 1982.

REF HJ 9011 Z9 M3	McCaffery, Jerry, and John Mikesell. *Urban Finance and Administration: A Guide to Information Sources*. Detroit: Gale, 1980. This book consists of an annotated list of books and articles encompassing a variety of issues in urban fiscal policy and administration. It covers publications from early 1950's through 1978.

DICTIONARIES, DIRECTORIES, HANDBOOKS

REF JA 61 C47 1988	Chandler, Ralph C., and Jack C. Plano. *The Public Administration Dictionary*. Second Edition. Santa Barbara CA: ABC-CLIO, 1988. Essential concepts in the field. Also includes events, strategies, theories, institutions, and leading thinkers.
REF JK 2408 E44 1988	Elliot, Jeffrey M., and Sheikh R. Ali. *The State and Local Government Political Dictionary*. Santa Barbara CA: ABC-CLIO, 1988. Factual information about state and local political institutions, processes, and policies.
REF H 97 K78 1987	Kreschke, Earl R., and Byron M. Jackson. *The Public Policy Dictionary*. Santa Barbara CA: ABC-CLIO, 1987. Designed to develop greater commonality of understanding of the general concepts employed in the dissemination of knowledge in the field of public policy. Draws together a number of basic concepts related to the study and practice of public policy and of public policy making.
REF H 97 E6 1983	Nagel, Stuart S., ed. *Encyclopedia of Policy Studies*. New York: Marcel Dekker, 1983. Analyzes the basic issues and references dealing with each major aspect of the field of policy studies. Organized into chapters covering general approaches to policy studies and specific policy problems.
REF JA 61 S54 1985	Shafritz, Jay M. *Facts on File Dictionary of Public Administration*. New York: Facts on File, 1985. Concepts, terms, organizations, statutes and judicial decisions, processes and practices, slang, journals, and people in contemporary public administration.
REF JS 48 S65 1990	Smith, John W., and John S. Klemanski. *The Urban Politics Dictionary*. Santa Barbara CA: ABC-CLIO, 1990. Definitions and discussions of significance for approximately 600 main entries. Emphasizes U.S. and Canada.

REF JK 421 A3	United States. Office of the Federal Register. *United States Government Manual*. Washington, D. C.: Government Printing Office, 1962- . Previous title: *United States Government Organization Manual*. This official handbook of the federal government, provides information on the agencies of the legislative, judicial, and executive branches, and also on quasi-official agencies, international organizations in which the U.S. participates, plus boards, committees and commissions. It describes the major functions of the agencies and their subdivisions, gives address and phone numbers, and lists the names of key personnel.
REF JS 323 C46	U.S. Bureau of the Census. *Census of Governments*. Washington, D.C.: Government Printing Office, 1972- . (Every 5 years.) The Census Bureau conducts a Census of Governments as part of the Economic Census taken every five years for years ending in 2 or 7. It provides detailed statistics on local governments, including school districts, special districts, county governments, municipalities, and townships. It includes government organization, taxable property values and assessment, government employment including payroll statistics, local government in metropolitan areas, and topical studies among which are employees retirement systems, state payments to local government and historical statistics. For details about the *Census of Governments* and related intercensal surveys, consult the *Guide to the Economic Censuses and Related Statistics*.
REF JS 344 C5 A24	*The Municipal Year Book*. Washington, D.C.: International City Management Association. (Annual 1946- .) This work provides an authoritative review of the activities and statistical data of American cities. It gives brief profiles of cities, counties, salaries, significant state actions affecting local government, issues and trends, and an excellent list of reference sources. It also contains directories of state municipal leagues, and city/county officials which are quite current and easy to use. There is a cumulative subject index covering several years.

THE FEDERAL REGISTER/CODE OF FEDERAL REGULATIONS SYSTEM

The rules and regulations of government agencies and executive departments have the force of law. These regulations are initially published in the *Federal Register* and then are codified in the *Code of Federal Regulations* (CFR) into 50 titles of broad subject areas which are subject to regulatory action. To determine the latest version of any rule, it is necessary to use both of these publications. Begin with the CFR Index volume to locate the regulation in one of the Title volumes. Then consult the update in the latest monthly *List of CFR Sections Affected* (LSA). Lastly look in the *Federal Register* "CFR Parts Affected During (month)"--located at the back of the most recent issue--which cumulates changes during the current month. The pertinent publications, all published by the U.S. Office of the Federal Register, are listed below.

PERIOD BROWSE AREA	*The Federal Register.* Daily. The library retains only current year and previous year only, in paper. Microfiche 1985- . In addition to regulations, the Federal Register also publishes proposed rules that an agency wishes to adopt, plus executive orders, edicts, and proclamations of the President.
INDEX J 1 A21	*Federal Register Index.* Index to the above.
REF KF 70 A3	*Code of Federal Regulations (CFR).* Library retains current issues only. See description of the system above.
REF KF 70 A2 U53 1980	*The Federal Register: What it is and How to Use it.* An excellent guide for the user of the Federal Register/Code of Federal Regulations System.

COMPUTER-ASSISTED RESEARCH

The Auraria Library subscribes to over 200 online databases, many of which are in the social sciences. These databases are the equivalent or better than the printed indexes and abstracts. Sample databases relevant to public affairs are: *Public Affairs Information Service (PAIS), Monthly Catalog of U.S. Government Publications,* and *Social Science Citations Index*. These databases give citations to periodical articles and other information sources such as books, reports, and documents. Online searches can save lots of time. They are especially suitable for complex topics and current information. For more information concerning this service and its costs, see the Library Use Guide entitled: "Computer-Assisted Research."

LS:9/91

THE SOCIAL SCIENCES CITATION INDEX

This index is designed to answer the question--Where and by whom has a publication been cited in social sciences literature? It can also be used to find articles on a specific topic. All together, the *Social Sciences Citation Index* provides access to over 1.5 million article titles.

ORGANIZATION

The *Social Sciences Citation Index* has been published since 1969. It is published three times a year in two soft-cover volumes and one hard-cover annual accumulation volume.

There are four parts to the *Social Sciences Citation Index*. They are:

1) **CITATION INDEX:** Use this index to find where an earlier publication has been cited in the current literature. Look up the author of the work in which you are interested. If that author's work has been cited, it will appear in the index with the citing authors listed below it.

author	PANDINA RJ						
	yr	title of journal	vol	page	vol	page	yr
	81	INT J ADDIC	16	1			
cited by	BRY BH	J ABN PSYCH			91	273	83
	OWEN PL	J DRUG EDUC			13	249	84

This entry tells you that R. J. Pandina's article in vol. 16 of *International Journal of Addiction*, p. 1, has been cited by B. H. Bry in a 1983 article in Journal of Abnormal Psychology, vol. 91, p. 273. Pandina's article is also cited by P.L. Owen as indicated. To locate a full description of B.H. Bry or P.L. Owen's article, go to the SOURCE INDEX. Abbreviations of journal titles are listed in the SOURCE INDEX.

2) **SOURCE INDEX:** Use this index to locate current articles by a particular author. Look up the author's name. This entry gives you complete information on the Pandina's article and also lists of the references cited by Pandina.

author	PANDINA RJ
title of article	PSYCHOLSOCIAL CORRELATES OF ALCOHOL AND DRUG USE OF ADOLESCENT STUDENTS AND ADOLESCENTS IN TREATMENT

title of journal	vol	issue	page	yr	no of references
J STUD ALC	44	(6):	950-973	84	42R

RUTGERS STATE UNIV., CTC ALCOHOL STUDIES, NEW BRUNSWICK, NJ 08903, USA

references cited by Pandina		
SCHUELE JG	78	THESIS RUTGERS U
BESCHNER GM	79	YOUTH DRUG ABUSE PRO
BRAUCHT GN	78	J CONSULT CLIN PSYCH, 46, 1463

3) **PERMUTERN SUBJECT INDEX:** Use this index to locate current articles by subject. It lists all of the words used in the titles of the articles found in the SOURCE INDEX.

primary term →	ALCOHOL	
co-terms →	ABUSE	– RYDELIUS PA
	ADOLESCENTS	– OWEN PL
		– PANDINA RJ
	TEENAGE	– RYDELIUS PA

← source authors, full information can be found in the SOURCE INDEX

4) **CORPORATION INDEX:** Use this index to find out the corporate or academic affiliation of the publishing authors listed in either SOURCE INDEX or CITATION INDEX.

SSCI ONLINE DATABASE

YOU MAY CHOOSE TO USE THE COMPUTER ASSISTED RESEARCH SERVICE PROVIDED BY THE AURARIA LIBRARY TO SAVE TIME.

The online *SSCI* database may be used for you by a trained searcher in the Auraria Library to search information on topics or authors of your interests. Fees for use of this service vary depending on the amount of time used in searching. For more information, ask at the Reference Desk and/or refer to the Library Use Guide, "Computer Assisted Research."

SOCIOLOGY AND SOCIAL WORK RESOURCES

This library use guide consists of a list of selective resources on sociology and social work available in Auraria Library. It also suggests the research strategy or plan of action you can follow while doing research or simply looking for information on a topic. You may choose to use this suggested action plan in other libraries because some of the resources listed here can be found in other libraries as well.

CHOOSE YOUR TOPIC

It is important to remember that you should choose a topic which is not only interesting to you but also appropriate to your capabilities and to the time available.

Please note that most of the library materials are assigned call numbers. The call number refers to a subject. Most of the library materials in the areas of sociology and social work are assigned the call numbers as listed:

H	Social science (General)
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HM	Sociology
HN	Social history
HQ	The family. Marriage. Woman
HT	Communities. Cities. Races
HV	Social pathology. Social public welfare
HX	Socialism. Communism. Anarchism

For a more specific subject approach be certain to use the Library of Congress Subject Heading volumes, or ask reference librarians for more information.

Please also note that most of the library materials are located and arranged first, by type of materials, and then by call numbers. For instance, most of the sociology journals will be shelved in the periodical collection area in the HM section while books are found in the MH section on the second floor.

WHAT LIBRARY MATERIALS DO YOU NEED?

To locate **APPROPRIATE** library materials for term papers or other purposes, you need to assess your needs based on your level of understanding of the topic and the type of resources that can **BEST** give you the information that you want. Different types of library materials can be generally categorized as reference materials, books, periodicals, and other formats of materials, such as films, videotapes and maps.

Once you have decided on your topic, you may want to find an overview or a definition of your topic with the help of subject encyclopedias or dictionaries. These resources are helpful to you in understanding the usage of sociological terms and concepts because they provide an overview from experts in the sociology and social work fields.

REFERENCE MATERIALS

The following are some of the encyclopedias and dictionaries in the reference section of Auraria Library: You can locate them by using the Public Access Catalog (PAC). Please read the library use guide, "PAC Facts," for more information.

REF. H 40 A2 I5	Sills, David L., ed. International Encyclopedia of the Social Sciences. 17 vols. New York: Macmillan and Free Press, 1968. A comprehensive work intended to provide general reviews of the knowledge in various disciplines including sociology, psychology, political science, social welfare, anthropology and psychiatry. The articles for each topic are moderately long and were written by major scholars in all fields of social science. Extensive cross references as well as bibliographies are provided.
REF. HM 17 C52 1986	The Encyclopedic Dictionary of Sociology. 3rd ed. Guilford, CT: Dushkin, 1986. Designed to provide the information and background necessary to understand the concepts in sociology. Since it was revised and updated fairly recently, it does include current topics that other sources do not. The "Topic Guides" point out the specific relationship between individual articles in the book and lead in a meaningful sequence from one article to another.
REF. HV 35 S6	Encyclopedia of Social Work. 18th ed. New York: National Association of Social Workers, 1987. Decennial. This Encyclopedia provides an objective overview of social work in the United States--its history, its current concerns and interests, the state of its art, and its view of the future. Extensive bibliographies are given for most of the concepts included in the Encyclopedia.
REF. HM 17 S72	Stang, David J., and Lawrence S. Wrightsman. Dictionary of Social Behavior and Social Research Methods. Monterey, CA: Brooks/Cole, 1981. Emphasis is on social psychology. It includes the definition of approximately 1,000 terms, such as Johari Window and Zeigarnik effect, that are considered important in the social psychology field.

REF. H 41 S63	Kuper, Adam, and Jessica Kuper, eds. The Social Science Encyclopedia. Boston: Routledge & Kegan Paul, 1985. This encyclopedia provides descriptions of over 700 social science terms, theories and theorists. The signed entries, 1985 written by experts in the field, cover not only topics in social sciences, but also related topics in biology, business, and medicine. Most entries include bibliographical references as well. An excellent one-volume encyclopedia for the upper division students or scholars.
REF. HM 17 B37 1985	Bardis, Panos D. Dictionary of Quotations in Sociology. Westport, CT: Greenwood Press, 1985. This unusual and useful dictionary presents the nature, origin, development, and current status of general sociological concepts through direct quotations. About 75 percent of these quotations come from modern sociology, the remaining 25 percent representing other social sciences, philosophy, religion, and so on.

BOOKS

- What kind of information do books offer?

Books are retrospective in scope. They generally represent the opinions of the author(s). They can be relatively inclusive and broad in coverage. Depending on your needs, you may want to take advantage of the table of contents and indexes in the books to focus on the information that are relevant to you. However, most books do not contain the most recent information on your topic or information on topics that are very current, because it takes, on the average, one to two years for a book to be written and published. A book published in 1988 will probably not contain information beyond 1986.

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PERIODICAL ARTICLES

- What kind of information do periodical articles offer?

The most current information, as well as historical information, can frequently be found in magazine/periodical articles, which tend to deal with more specific topics than books cover.

- How to find periodical articles.

To identify journal articles and/or other types of research on your topics, you need to look up your topics in Sociological Abstracts or Social Work and Research Abstracts, or other periodical indexes and abstracts. The topics are arranged in alphabetical order. Periodical abstracts are similar to periodical indexes but include informative summaries of each article or other type of research reports.

Some periodical abstracts and indexes in Auraria Library are listed as follows:

INDEX HM 1 S67	Sociological Abstracts. San Diego, CA: Sociological Abstracts, Inc. v. 1 1953- . 5 issues/year. One of the most fundamental and essential guides to the literature in sociology. It includes not only summaries of journal articles, books and conference papers, but also book reviews. Entries are arranged under 33 major subject headings and many more subheadings. More specialized subject searching is provided by the subject index. There are also author, source and reviewer indexes.
INDEX HV 1 A2	Social Work Research & Abstracts. New York: National Association of Social Workers, v. 13- 1977- . Quarterly. This Abstract includes summaries of journal articles on all aspects of social work and related fields. The abstracts are arranged by seven major categories and many subcategories, such as social policy service methods, the social work profession, foreign and international programs, and history. The last issue of each volume has author and subject indexes for the entire volume or year.
INDEX H 1 S62	Social Sciences Index. New York: H.W. Wilson. v. 1- 1974/75- . Quarterly. The major sociological journals are indexed here, thus making this a good source for representative, current articles on a topic. Journals representing various subdisciplines within sociology are also indexed. There is an easy-to-use name and subject index to journal articles. There are plenty of "see" references from unused to used subject terms.

INDEX
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P65

Psychological Abstracts. Arlington, VA: American Psychological Association. v. 27- 1953- . Monthly.
A comprehensive compilation of nonevaluative summaries of the world's literature in psychology and related disciplines. Each monthly issue contains abstracts listed under 16 broad subjects. It is imperative to use The Thesaurus of Psychological Index Terms, (call no. INDEX BF 1 .P653) to find the terminology that is used in the subject index section of the Pscyhological Abstracts.

When you identify the journal article that you are interested in, you need to find out if Auraria Library subscribes to the periodical you need by looking it up in The Auraria Library Periodicals List. Please consult the library use guide "Periodical Indexes" for more information.

IF AURARIA LIBRARY DOES NOT HAVE THE MATERIALS YOU NEED, ASK AT THE REFERENCE COUNTER

Auraria Library offers an InterLibrary Loan Service through which the library can borrow materials for you from other libraries. Note that this can take 2-4 weeks and sometimes involves a fee.

If you cannot locate the library materials you are looking for, the reference librarian at the reference counter can help you locate other suitable materials on your topic.

CONSIDER USING THE COMPUTER DATABASE EQUIVALENT OF SOCIOLOGICAL ABSTRACTS

Computer access to numerous sociology and social work sources is available at Auraria Library. This service, for a fee, can provide a customized bibliography, or can, in some cases, retrieve an abstract or the complete text of a periodical article. If interested, you may consult the reference librarian to see if you have a topic that could easily and quickly be searched online. More details about this service are available in the library use guide, "Computer-Assisted Research."

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P86

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auraria library
serving community college of denver at auraria
metropolitan state college, and university of colorado at denver
denver's academic library

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REF.
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S63

Kuper, Adam, and Jessica Kuper, eds. The Social Science Encyclopedia. Boston: Routledge & Kegan Paul, 1985.
This encyclopedia provides descriptions of over 700 social science terms, theories and theorists. The signed entries, 1985 written by experts in the field, cover not only topics in social sciences, but also related topics in biology, business, and medicine. Most entries include bibliographical references as well. An excellent one-volume encyclopedia for the upper division students or scholars.

REF.
HM
17
B37
1985

Bardis, Panos D. Dictionary of Quotations in Sociology. Westport, CT: Greenwood Press, 1985.
This unusual and useful dictionary presents the nature, origin, development, and current status of general sociological concepts through direct quotations. About 75 percent of these quotations come from modern sociology, the remaining 25 percent representing other social sciences, philosophy, religion, and so on.

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INDEX HM 1 S67	Sociological Abstracts. San Diego, CA: Sociological Abstracts, Inc. v. 1 1953- . 5 issues/year. One of the most fundamental and essential guides to the literature in sociology. It includes not only summaries of journal articles, books and conference papers, but also book reviews. Entries are arranged under 33 major subject headings and many more subheadings. More specialized subject searching is provided by the subject index. There are also author, source and reviewer indexes.
INDEX HV 1 A2	Social Work Research & Abstracts. New York: National Association of Social Workers, v. 13- 1977- . Quarterly. This Abstract includes summaries of journal articles on all aspects of social work and related fields. The abstracts are arranged by seven major categories and many subcategories, such as social policy service methods, the social work profession, foreign and international programs, and history. The last issue of each volume has author and subject indexes for the entire volume or year.
INDEX H 1 S62	Social Sciences Index. New York: H.W. Wilson. v. 1- 1974/75- . Quarterly. The major sociological journals are indexed here, thus making this a good source for representative, current articles on a topic. Journals representing various subdisciplines within sociology are also indexed. There is an easy-to-use name and subject index to journal articles. There are plenty of "see" references from unused to used subject terms.

INDEX
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Psychological Abstracts. Arlington, VA: American Psychological Association. v. 27- 1953- . Monthly.
A comprehensive compilation of nonevaluative summaries of the world's literature in psychology and related disciplines. Each monthly issue contains abstracts listed under 16 broad subjects. It is imperative to use The Thesaurus of Psychological Index Terms, (call no. INDEX BF 1 .P653) to find the terminology that is used in the subject index section of the Pscyhological Abstracts.

When you identify the journal article that you are interested in, you need to find out if Auraria Library subscribes to the periodical you need by looking it up in The Auraria Library Periodicals List. Please consult the library use guide "Periodical Indexes" for more information.

IF AURARIA LIBRARY DOES NOT HAVE THE MATERIALS YOU NEED, ASK AT THE REFERENCE COUNTER

Auraria Library offers an InterLibrary Loan Service through which the library can borrow materials for you from other libraries. Note that this can take 2-4 weeks and sometimes involves a fee.

If you cannot locate the library materials you are looking for, the reference librarian at the reference counter can help you locate other suitable materials on your topic.

CONSIDER USING THE COMPUTER DATABASE EQUIVALENT OF SOCIOLOGICAL ABSTRACTS

Computer access to numerous sociology and social work sources is available at Auraria Library. This service, for a fee, can provide a customized bibliography, or can, in some cases, retrieve an abstract or the complete text of a periodical article. If interested, you may consult the reference librarian to see if you have a topic that could easily and quickly be searched online. More details about this service are available in the library use guide, "Computer-Assisted Research."

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SPANISH LITERATURE: MAJOR SOURCES AT AURARIA LIBRARY

Listed on this Library Use Guide are some of Auraria Library's major resources for the study of Spanish literature. The materials described here are only a few of the many available. For others, check the CARL computer system under the subject headings or topics suggested below, or browse the shelves, both in the Reference area and in the general book collection, for books with call numbers similar to those listed on this Guide.

USING THE ONLINE CATALOG - CARL

By using the CARL system, you can identify books and other materials on your topic. More than 80 different databases are now available on the CARL system, so your first choice is to select a database to search. If you are interested in finding out what books the Auraria Library has on your topic, select the **Auraria** database. The CARL system then asks the user to type in either words (for a WORD search) describing the desired subject, or names (for a NAME search). WORDs can be words from the title or topics/subjects. NAMEs can be personal names, such as names of Spanish or Spanish-American authors, or they can be names of groups, such as the Modern Language Association.

A sampling of possible words to enter into the CARL system to locate materials on Spanish literature is shown below. Complete lists are available in the Library of Congress Subject Headings volumes, which are the red books located near the CARL terminals.

Spanish literature
Catalan literature
Spanish American literature
Spanish drama
Spanish poetry
Spanish prose fiction

Art - Spain
Music - Spain
Painting - Spanish
Architecture, Spanish

Sometimes entering such a term as SPANISH LITERATURE results in too many entries to be helpful. In such cases, you should add another word to your seach, perhaps a time designation such as 19th Century or 20th Century, or a descriptive word such as CRITICISM.

Remember that you can also enter the NAME of an author or the WORDs of a title of a particular work.

GENERAL ENCYCLOPEDIAS

Encyclopedias contain articles on many subjects. They are often useful to obtain background or general inforamtion on a subject, before going into more detailed research. The Auraria Library has several encyclopedias written in Spanish. Some are listed below.

REF AE 61 E6	*Encyclopedia Universal Illustrada.* Madrid: Espasa-Calpe, S.A., 1908. Seventy volumes with ten appendix volumes and twenty-one supplements covering the events of various years.
REF AE 61 G68	*Gran Diccionario Enciclopedico Illustrado Selecciones del Reader's Digest.* 8 volumes. Madrid: Selecciones del Reader's Digest, 1971. This contains brief entries on aspects of Spanish culure.
REF AE 61 N72	*Encyclopedia de Conocimientos: El Nuevo Tesoro de la Juventud.* San Mateo Tecoloapan, Mexico: Grolier International, 1972. A juvenile encyclopedia. 20 volumes.
REF AE 65 E53 1973	*Encyclopedia Barsa de Consulta Facil.* Buenos Aires: Encyclopedia Britannica, Inc., 1973. A sixteen volume set which, according to the dedication page, is written for the Spaisn speaking reader who wants a better understanding of the world he lives in, its inhabitants, both past and present, and the learning and traditions which created today's civilization.

LANGUAGE DICTIONARIES

The Auraria Library has many dictionaries of the Spanish language. Most are shelved together in the Reference department. Several are listed below.

REF PC 4640 C35 1978	Gooch, Anthony, and Angel Garcia de Paredes. *Cassell's Spanish-English, English-Spanish Dictionary.* New York: Macmillan, 1978.

REF PC 4640 D58	Garcia-Pelays y Gross, Ramon, and Micheline Durand, eds. *Diccionario Moderno Espanol Ingles*. Buenos Aires: Ediciones Larousse, 1976.
REF PC 4640 E3	*Gran Diccionario General Ingles Espanol, Espanol Ingles*. Madrid: EDAF, 1972.
REF PC 4640 W55 1988	Williams, Edwin Bucher. *Holt Spanish and English Dictionary*. New York: McGraw Hill, 1988.

LITERACY ENCYCLOPEDIAS, DICTIONARIES, AND HANDBOOKS

These all purpose books define literary terms, identify fictional characters and places, and give biographical information on authors. They are valuable as sources of quick information. All are in the Reference collection.

REF PN 41 E6	Smith, Horatio, ed. *Columbia Dictionary of Modern European Literature*. New York: Columbia University Press, 1967. This dictionary gives information on national literatures, authors, literary terms, and influences. The authors included are from the late 19th and 20th centuries. Some 1200 articles are included, written by experts in various fields.
REF PN 41 F6	Fowler, Roger, ed. *A Dictionary of Modern Critical Terms*. London: Routledge and Kegan Paul, 1973. Lenghty definitions of critical terms which try to analyze the usefulness of the terms rather than merely define them.
REF PN 41 S2 1973	Sainz de Robles, Federico Carlos. *Ensayo de un Diccionario de la Literatura*. Madrid: Aguilar, 1972. This dictionary is of literary terms only; it contains no information on authors. The editor describes this book as an "attempt" at a dictionary, as he has continued to revise and improve it for each subsequent edition.

REF
PN
501
E9
1983

Jackson, William T.H., and George Stade, eds. *European Writers.* 13 volumes plus index. New York: Charles Scribner's Sons, 1983-1990.

This 13 volume set treats European literature exclusive of British literature. It is meant as a companion volume to the sets *British Writers* (8 volumes) and *American Writers* (8 volumes). Most of the articles are on individual authors, although there are some on literary genre or movement; average length of the articles is 15,000 words. The articles on authors include information on the author's life and works and about the author's place in the larger literary/political/social world. The volumes are arranged chronologically. Volumes 1-2: The Middle Ages and the Renaissance; volumes 3-4: The Age of Reason and the Enlightenment; volumes 5-7: The Romantic Century; volumes 8-13: The 20th Century.

REF
PN
771
E5
1981

Klein, Leonard S., ed. *Encyclopedia of World Literature in the 20th Century.* 4 volumes. New York: Ungar, 1981-1984.

This is a major revision and update of Wolfgang Fleishmann's 1967 two volume *Encyclopedia of World Literature*, which included survey articles on national literatures, literary movements such as Expressionism and Futurism, literary criticism, genres, and authors living in the 20th century. In addition to revising existing articles, the new editor attempted to make the *Encyclopedia* more international in scope, including more information on Asian and African literatures and separate entries for individual Latin American countries, rather than having one entry only for Spanish-American literature. Bibliographies for further reference are included with each article.

REF
PN
843
P4

Bradbury, Malcolm, Eric Mottram, and Jean Franco, eds. *Penguin Companion to American Literature*. New York: McGraw Hill, 1971.

About one quarter of this companion treats Latin American literature and authors. It emphasizes 19th and 20th century authors, but includes some writers of the colonial period as well. Some representative writers of Indian cultures are also represented.

REF
PQ
6006
D5
1972

Bleiberg, German, and Julian Marias, eds. *Diccionario de Literature Espanola*. Madrid: Revista de Occidente, 1972.

This dictionary, written in Spanish, contains information on authors, major works, and literary terms.

REF PQ 6006 N4	Neward, Maxim. *Dictionary of Spanish Literature*. Totowa, NJ: Littlefield, Adams, and Company, 1965. This is a dictionary written for the American student of Spanish and Spanish American literature. It confines itself to materials represented in standard textbooks, outlines, and anthologies of Spanish literature. It gives information on authors (novelists, poets, dramatists, critics, and essaysists), works, genres, movements, and styles.
REF PQ 6006 O95	Ward, Philip, ed. *Oxford Companion to Spanish Literature*. Oxford: Clarendon Press, 1978. A one volume reference for students of Spanish literature. There are entries for authors, major works, literary periods, and literary genres. Authors listed include philosophers, critics, historians, and scholars as well as literary authors.

BIBLIOGRAPHIES

Bibliographies -- or lists of books and other materials--are often confined to a particular subject. They can also be broad based, encompassing an entire academic field.

REF PQ 7081 Z9 Z82 1986	Zubatsky, David S. *Latin American Literary Authors: An Annotated Guide to the Bibliographies*. Metuchen, NJ: Scarecrow, 1986. This guide is arranged alphabetically by the name of the author. Under each entry is a list of the author's works as well as a list of works written about the author, both his/her life and writings. It includes some of the early Spanish authors who chronicled Latin America during the colonial period. Bibliographies listed are from books, periodicals, dissertations, and *festscriften*.
REF PQ 7087 E5 F7	Freudenthal, Juan R., and Patricia M. Freudenthal, eds. *Index to Anthologies of Latin American Literature in English Translation*. Boston: G.K. Hall, 1977. A list of works by 1122 different authors, included in 116 anthologies. All authors included were born after 1850.

REF Z 2691 S54	Simon Diaz, Jose. *Manual de Bibliografia de la Literatura Espanola.* Barcelona: Editorial Gustave Gili, 1966. The general arrangement of this work is by time period: General Sources, Middle Ages, Golden Age, 18th Century, 19th Century, and 20th Century. Within each period the material is divided into sections for literary histories, collections and anthologies, monographs, and an alphabetical list of individual authors. Under each author's name is a list of bibliographies of his works, editions of his works, and works of criticism.
REF Z 2694 T7 R83	Rudder, Robert S. *The Literature of Spain in English Translation.* New York: Ungar, 1975. Another work arranged by time period: Medieval (to 1450), Renaissance (1451-1550), The Golden Age (1551-1700), 18th Century, 19th Century, and 20th Century. Rudder has attempted to include all Spanish literature translated into English since Caxton published the first such English translation at the end of the 15th Century. The volume includes not only works in Castilian Spanish but also selections in Valencian, Catalan, Galician, and Basque. No Spanish-American literature is included.
REF Z 2695 A2 B55	Blesnick, Donald W. *A Sourcebook for Hispanic Literature and Language.* Metuchen, NJ: Scarecrow, 1983. "A selected, annotated guide to Spanish, Spanish American, and Chicano bibliography, literature, linguistics, journals, and other source materials." (title page).
REF Z 2695 A2 C46	Chatham, James R., and Enrique Ruiz-Fornells. *Dissertations in Hispanic Languages and Literatures.* Lexington, KY: University of Kentucky, 1970. A listing of dissertations completed in the United States and Canada from 1876 to 1966.

INDEXES

Most of these indexes index articles in periodicals. Others index separate chapters of books, or material in a particular format, such as *Comprehensive Dissertation Index*.

For very recent articles, written from approximately 1988 to the present, you may also use two databases on the CARL system: UnCover and Magazine Index. For information about using these databases, consult the Library Use Guide UnCover: Access to Articles through CARL.

INDEX AI 3 E752	*Essay and General Literature Index*. New York: Wilson, 1900- . Index chapters and parts of books. Arranged by author, title, and subject.
INDEX AI 3 H853	*Humanities Index*. New York: Wilson, 1974- . Indexes magazines in humanities related fields. Formed when *Social Sciences and Humanities Index* split into two indexes, *Humanities Index* and *Social Science Index*. Has book reviews in the back of each volume.
INDEX H 1 S62	*Social Sciences and Humanities Index*. New York: Wilson, 1907-74. A forerunner of *Humanities Index*. Covers the same material as *Humanities Index* as well as material in the social sciences.
INDEX P1 M642	*MLA International Bibliography of Books and Articles in the Modern Languages and Literatures*. New York: Modern Language Assocation, 1922- . An index to the year's criticism in languages and literatures. Both books and journal articles are indexed, as well as collections and *festschriften*. Book I: English and American literature; Book II: European, Asian, African, and South American literatures; Book III: Linguistics; Book IV: General literature and related topics; Book V: Folklore. Each year's volume is arranged by literature and by time period. There are subject and author indexes.
INDEX Z 1035 A1 B66	*Book Review Index*. Tarbert, Gary C., ed. Detroit: Gale, 1965- . Gives citations to book reviews appearing in over 350 journals. Gives citation only, no excerpts from reviews. Arranged by author with a title index.
INDEX Z 1035 A1 I63	*Index to Book Reviews in the Humanities*. Williamston, MI: Phillip Thornston, 1961- . Arranged by author. Indexes more scholarly journals than does *Book Review Index* or *Book Review Digest*.

INDEX Z 1219 C95	*Book Review Digest*. New York: Wilson, 1905- . *Book Review Digest* excerpts and references reviews of both fiction and nonfiction books in the humanities, social sciences and general sciences. Arranged by author, with a subject and title index.
INDEX Z 5055 U5 A53	*Comprehensive Dissertation Index*. Ann Arbor, MI: University Microfilms Inc., 1972- . This is an index to doctoral dissertations wrtten in the United States from 1861 to the present. The basic set covers dissertations written between 1861 and 1972; a ten year update covers 1973-1982 and a five year update 1983-1987. Yearly supplements update the set. The set is arranged by academic disciplines, with separate volumes for such areas as Mathematics and Statistics and Language and Literature. Each area is arranged by subject and there is an author index as well. Abstracts of the dissertations are available at the Auraria Library on microfilm and microfiche, in the Periodicals Department.

BIOGRAPHIES

Biographies give information about the life of an author. Often they discuss the works of the author and append a list of references to further critical works.

REF PN 41 C3 1954	Steinbert, S. H., ed. *Cassell's Encyclopedia of World Literature*. New York: Funk and Wagnall's, 1953. This is an encyclopedia in three sections. Part I includes histories of literatures of the world as well as articles on major literary topics such as printing, textual criticism, mythology, and romaticism. Part II contains biographies of authors who died before 1914, and Part II has biographies of authors who were living at the beginning of World War I.
REF PN 451 W3	Wakeman, John, ed. *World Authors, 1950-1970. A Companion to Twentieth Century Authors*. New York: Wilson, 1975. This and the following title update Stanley J. Kunitz's *Twentieth Century Authors* (see below). They are similar in format to that title: alphabetically arranged by author, with one to three page articles on each author. Each article includes a list of principal works (in English translation, for those writers in languages other than English) and a brief list of material about the author.

REF PN 451 W67	Wakeman, John, ed. *World Authors, 1970-1975.* New York: Wilson, 1980. (see above.)
REF PN 771 K86	Kunitz, Stanley, ed. *Twentieth Century Authors.* New York: Wilson, 1942. Supplement, 1955. Includes authors who are read in English, including those whose work is read in translation. Sketches range from 300 to 1500 words. Each sketch has a list of the author's principal works and references to critical articles.
REF PQ 7081.3 F6	Foster, David William. *A Dictionary of Contemporary Latin American Authors.* Tempe: Tempe Center for Latin American Studies, Arizona State University, 1975. A biographical dictionary of living authors. Each entry includes a list of major works and a brief characterization/interpretation/evaluation of the works and of the entire body of the author's work.
REF PN771 C61	*Contemporary Authors.* Detroit: Gale, 1962- . Includes biographical sketches of authors, a review of the author's career, a list of works, and references to critical sources. This is an ongoing set, with supplementary volumes published frequently.

EXPLICATORS

Excerpts from criticisms of particular authors or individual works can be found in books known as **explicators**. References to the entire critical work are included.

REF PN 813 C8	Curley, Dorothy Nyren, and Arthur Curley, eds. *Modern Romance Literatures.* (A Library of Literary Criticism). New York: Ungar, 1975. An explicator which includes criticism of 20th Century authors whose works are read and studied in the United States. It is arranged alphabetically by author's name.
REF PQ 7081 F63	Foster, David William, and Virginia Roberts Foster, eds. *Modern Latin American Literature.* (A Library of Literary Criticism). New York: Ungar, 1975. Alphabetically arranged by author's name.

REF PQ 7081 Z9 C86 1989	Cypess, Sandra Messinger, David R. Kohut, and Rachelle Moore. *Women Authors of Modern Hispanic South America: A Bibliography of Literary Criticism and Interpretation*. Metuchen, NJ: 1989. Some 169 authors of every literary genre who wrote from 1900 to the present are included in this bibliography. The arrangement is first by country, then alphabetical by author, and finally by genre within the author's listing. No annotations or excerpts are included, only the reference to the entire critical work.

MEDIA

The word media describes nonprint items: filmstrips, videotapes, audiotapes, slides, etc. All media items are kept in the Media Distribution Department on the ground floor of the Library.

MEDIA KIT DP 17 S6 PTS. 1-4	*Spain: the Country and its People*. Filmstrip House, 1965. Part 1: *The Face of Spain*. A description of the geography of Spain and how physical characteristics of the country have affected its economy and history. Part 2: *Early Spain*. A history of Spain from the cave dwellers until the end of the Moorish domination. Part 3: *Spain Since 1492*. Emphasis is on the Golden Age of Spain. Discusses the Spanish influence on the United States and Latin America. Part 4: *Romantic Cities of Spain*. Includes information on Granada, Barcelona, Madrid, Toledo, and Seville.
MEDIA VIDEO-RECORDING E38 N55 1988	Burton, Philip. *The Nine Nations of North America*. Alexandria, VA: PBS Video, 1988. Presenting a regionalized view of political geography, this program focuses on the people of the fastest growing nation in America, the region that stretches from Los Angeles to Houston and from Pueblo, Colorado, to San Luis Potosi, Mexico.
MEDIA VIDEO-RECORDING HQ 1528 D6	International Women's Film Project. *The Double Day*. New York: Tricontinental Film Center, 1975. Considers the condition of women in Latin America. Shows how women in countries such as Bolivia, Mexico, Argentina, and Venezuela are objecting to their traditional roles as wives and mothers and are striving for more control over their lives.
MEDIA VIDEO-RECORDING ML 3558 M4	*Mexican-American Culture: Its Heritage*. Communications Group West, 1970. Traces the history of Mexico and its relationship with the United States through music, dance, and art.

SPEECH RESOURCES: LOCATING SPEECHES AT THE AURARIA LIBRARY

There are several methods to use at the Auraria Library to locate the texts of speeches, either speeches by a particular person or speeches on a particular topic. You may locate some through use of the CARL system, others through use of various periodical indexes and reference books which index speeches. In addition, there are a variety of special sources which reprint the texts of speeches.

CARL COMPUTER SYSTEM

If you need speeches by a particular person, try using the CARL (Colorado Alliance of Research Libraries) computer catalog. Use a **<N>AME** search in the Auraria database to locate all the Library's book materials on that person, then ADD the word "Addresses."

You may also use CARL to locate collections of speeches on a particular subject. Use a **<W>ORD** search to enter your subject field (e.g., Politics and Government; Medicine; Ecology) and ADD the word "Addresses."

See the Library Use Guide "CARL System Introduction" for more information on using the CARL system.

REFERENCE BOOKS AND PERIODICAL INDEXES

Newspapers and magazines often print the texts of important speeches. In addition, many collections of speeches are published in book form. Various indexes to these materials exist. Some of the major ones are listed below.

INDEX AI 3 R48	*Reader's Guide to Periodical Literature.* New York: H.W. Wilson, 1990- . Indexes the journal *Vital Speeches of the Day* by subject and author, as well as other journals which publish the text of speeches.

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

REF AI 3 S85	Sutton, Roberta. *Speech Index*. New York: Scarecrow, 1966. Covers speeches published in books from 1935-1975, and gives titles of books in which complete speeches may be found. The indexes are by author of speech, title, and subject.
REF AI 3 S85 SUPP	Sutton, Roberta. *Speech Index*. Supplements 1 and 2. New York: Scarecrow, 1966 and 1977. Contains references to speeches given from 1966 to 1975. Same arrangement as *Speech Index*.
INDEX AI 21 N44	*The New York Times Index*. New York: New York Times, 1851- . The *New York Times* often publishes either excerpts from or complete speeches by notable people, ranging from the Pope to presidential candidates. Look under the person's name in the index for the terms "text" or "transcript" to indicate the publication of a speech. The index will note the date and page of the issue in which the speech was published.

SPECIAL SOURCES

A variety of books print collections of speeches. Listed below are a few examples. You can find more books of speeches by doing a <W>ORD search in CARL, using the word "Orations."

E 98 07 A7	Armstrong, Virginia Irving, comp. *I Have Spoken, American History Through the Voices of the Indians*. Chicago: Sage, 1971.
E 178.6 B85	Brandt, Carl G. *Selected American Speeches on Basic Issues, 1850-1950*. Boston: Houghton Mifflin, 1960.
E 337.8 E936	Everett, Edward. *Orations and Speeches, on Various Occasions*. New York: Arno, 1972; [c1836].

REF PN 6121 B85 1901a v. 1-10	Brewer, David J. *The World's Best Orations.* Metuchen NJ: Miniprint Corp., 1970. This reprint of a 1901 collection provides biographical sketches and the circumstances for the delivery of the speeches in addition to their texts. International in scope.
PN 6121 B88	Bryan, William Jennings, ed. *The World's Famous Orations.* 10 volumes. New York: Funk and Wagnall's, 1906.
PN 6121 C65 1973	Copeland, Lewis, ed. *The World's Great Speeches.* Third edition. New York: Dover Publications, 1973.
PN 6121 P4	Peterson, Houston. *A Treasury of the World's Great Speeches.* New York: Simon and Schuster, 1954.
PERIOD PN 6121 V52	*Vital Speeches of the Day.* New York: City News Publishing Co., 1934- . Another source of speeches by contemporary leaders of public opinion in which two sides of topical issues are given. Published twice a month and indexed in the *Reader's Guide to Periodical Literature* by author and subject.
PR 1322 V6 1980	*Voices of History: Great Speeches of the English Language.* Selected and introduced by Lord George-Brown. New York: Stein and Day, 1980.
PS 662 B27	Baird, Albert Craig, ed. *American Public Addresses.* New York: McGraw-Hill, 1956.
PS 663 N4 O5	O'Neill, Daniel J., comp. *Speeches by Black Americans.* Encino CA: Dickenson, 1971. Includes texts of speeches by Frederick Douglass, Marcus Garvey, Thurgood Marshall, Roy Wilkins, and Eldridge Cleaver.

PS 668 R4	*Representative American Speeches.* New York: H.W. Wilson, 1957- . Annual collection of speeches on the year's major issues with background notes for each speech.
PS 668 W7 1969	Wrage, Ernest J. *Contemporary Forum: American Speeches on Twentieth-Century Issues.* Seattle: Univ. of Washington, 1969; [c1962].

MEDIA SOURCES

At times you may want not only to read the text of a speech, but also to watch or listen to a speech, in order to note voice inflection, gestures, body language, or other public speaking techniques which a written text cannot demonstrate. The Auraria Library owns both audio recordings and video tapes of a number of speeches

Students may check out audio tapes for two weeks, phonodiscs for three days. Video tapes do not check out of the Library.

SPEECH VIDEOS

MEDIA VIDEO E 3838.5 H85 1991	*Hubert H. Humphrey: In His Own Words.* Greenwood IN: Educational Video Group, 1991. Traces the political career of Hubert Humphrey through excerpts from his speeches and news clips.
MEDIA VIDEO E 838.5 K4 1991	*John F. Kennedy: In His Own Words.* Greenwood IN: Educational Video Group, 1991. Traces the presidency of John F. Kennedy through excerpts from his speeches and news clips.
MEDIA VIDEO JK 526 1988 C35 1989	*Campaign '88.* Greenwood IN: Educational Video Group, 1989. Presents speeches from each party's convention: Ann Richards; Edward M. Kennedy; John Glenn; Lloyd Bentsen; Michael Dukakis; Robert Dole; Gerald Ford; Jeane Kirkpatrick; Dan Quayle; George Bush.

MEDIA VIDEO PN 4121 C684 1988	*Contemporary American Speeches*. Greenwood IN: Educational Video Group, 1988. Five speeches by 4 individuals: Richard M. Nixon; Edward M. Kennedy; Jerry Falwell; Barbar Seidl.
MEDIA VIDEO PN 6122 G7 V. 1	*Great Speeches*. Vol. I. Greenwood IN: Educational Video Group, 1985. Actual footage of five great historical persons speaking to audiences: Martin Luther King, Jr.; John F. Kennedy; Douglas MacArthur; Adolph Hitler; Franklin D. Roosevelt.
MEDIA VIDEO PN 6122 G7 V. 2	*Great Speeches*. Vol II. Greenwood IN: Educational Video Group, 1986. Presents 6 speeches by 5 speakers, each with an introduction detailing the time, place, and events surrounding them: Winston Churchill; Adlai Stevenson; Barbara Jordan; Richard Nixon; Golda Meir.
MEDIA VIDEO PN 6122 G7 V. 3	*Great Speeches*. Vol III. Greenwood IN: Educational Video Group, 1987. Presents speeches by 5 speakers with an introduction detailing the time, place, and events surrounding them: Jesse Jackson; Geraldine Ferraro; Dwight D. Eisenhower; Jeane J. Kirkpatrick; Richard Nixon.
MEDIA VIDEO PN 6122 G7 V. 4	*Great Speeches*. Vol IV. Greenwood IN: Educational Video Group, 1987. Actual footage of 5 great historical persons speaking to audiences: Mario Cuomo; Ronald Reagan; Barbara Jordan; Hubert H. Humphrey; John F. Kennedy.
MEDIA VIDEO PN 6122 G7 V. 5	*Great Speeches*. Vol V. Greenwood IN: Educational Video Group, 1989. Presents speeches by 4 speakers speaking to audiences. Introduction by Edward Roehling discusses the events surrounding the speeches: Franklin D. Roosevelt; Lyndon B. Johnson; Ronald Reagan; Robert Kennedy.

MEDIA VIDEO PS 662 G74 1989	*Great Speeches, the Presidents.* Greenwood IN: Educational Video Group, 1989. Presents speeches by the presidents of the U.S. from Calvin Coolidge to Ronald Reagan.

SPEECH AUDIO RECORDINGS

MEDIA AUDIO HF 1411 H68	*How to Build a Better Planet.* Washington, D.C.: National Public Radio, 1981. Surveys the problem of the unequal distribution of wealth and power between Northern and Southern hemispheres, using dramatizations and excerpts from speeches by world leaders.
MEDIA AUDIO W GREA GAS C33	*Great American Speeches.* Vol. 2. 1898-1918. New York: Caedmon, 1969. Speeches include some by William Jennings Bryan, Mark Twain, Theodore Roosevelt, Clarence Darrow, and Woodrow Wilson. Speeches recited by Ed Begley, George Grizzard, and E.G. Marshall.
MEDIA AUDIO W GREA GAS C33	*Great American Speeches.* Vol. 3. 1931-1947. New York: Caedmon, 1969. Speeches by, among others, Will Rogers, Herbert Hoover, Franklin D. Roosevelt, Oliver Wendell Holmes, Harry Truman, George Marshall, Wendell Wilkie, and Dwight D. Eisenhower.

STANDARD INDUSTRIAL CLASSIFICATION (SIC): ITS VALUE, ITS ORGANIZATION, AND ITS USE

HOW IS THE SIC VALUABLE?

Any number of questions require knowledge about industries, either as a whole or in terms of the companies or establishments in that industry. As a result, a number of published materials use the code to organize their information. Some questions for which it might be useful to use the SIC code include:

How many establishments in Denver county manufacture computer hardware?
How can I get a mailing list which includes all the hospitals in the Front Range area?
For job hunting purposes, I need to identify major national companies involved in the recreation industry.
What articles have been recently published on the fast food industry?

WHAT IS THE SIC CODE?

The Standard Industrial Classification (or SIC) code is an organized list of numbers which aid in collecting and analyzing statistics about the U.S. economy. This list is a tool which was developed by the U.S. Government but has since been adopted (and adapted) by business firms for their own analyses.

The SIC code covers all aspects of the economy and is based on a series of divisions and subdivisions, much like an outline. There are eleven Divisions, A through K, including A) agriculture, forestry, and fishing; C) construction; F) wholesale trade; I) services, and so on. Each of the eleven Divisions is further subdivided into Major Groups with a two-digit code. For example, construction is divided into three major groups:

15	Building construction--general contractors and operative builders
16	Construction other than building construction--general contractors
17	Construction--special trade contractors

Each Major Group is further subdivided into three digit and four digit groups. For instance, if you needed the code for tile contractors, you would find that one division of special trade contractors (17) is masonry, stonework, tilesetting and plastering (174), which includes (1743) terrazzo, tile, marble, and mosaic work.

Thus the numbering scheme for major group 17 would look like this:

Division Construction
15 ...
16 ...
Major group 17 Construction--Special Trade Contractors
171 ...
172 ...
173 ...
174 Masonry, Stonework, Tile setting, and Plastering
1741 ...
1742 ...
1743 Terrazzo, Tile, Marble and Mosaic Work

HOW DO YOU FIND THE CODE YOU NEED?

The Standard Industrial Classification Manual (U.S. Technical Committee on Industrial Classification, 1972; REF HA 40 I6 U63 1972) is your guide to SIC codes. There are three major parts to the Manual:

I. Titles and descriptions of industries
II. Numerical and alphabetic index, nonmanufacturing industries
III. Numerical and alphabetic index, manufacturing industries

The first part of the manual is organized numerically: Major Group 01 with its subdivisions, followed by Major Group 02 with its subdivisions, etc. Each numerical division and subdivision names an industry and gives a description of what is included. Once you find the code you need, be sure to read the description, so you know that you have the correct code.

HOW DO YOU USE THE STANDARD INDUSTRIAL CLASSIFICATION MANUAL?

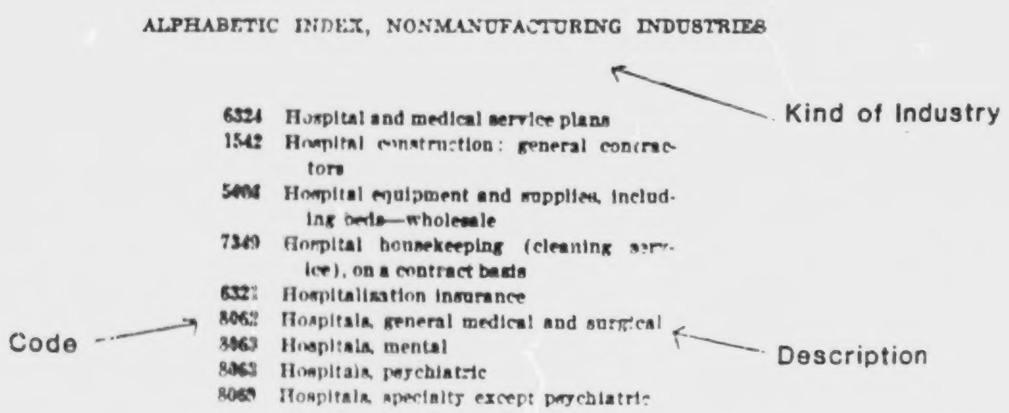
To find the code for an industry or product, use the back part of the manual. There are two alphabetic sections, one for nonmanufacturing industries and one for manufacturing industries.

Use the following procedure:

1. Decide whether the industry or product in which you are interested is manufacturing or nonmanufacturing.
2. Consult the appropriate alphabetic list.
3. Find the name of your industry or product and note the number code to the left of the name. (If you cannot find your term, try other similar terms.)
4. Turn to the first part of the manual to locate the number code and its description.

Here are a couple of examples of the terms listed in the alphabetic section along with the descriptions found in the numerical code section:

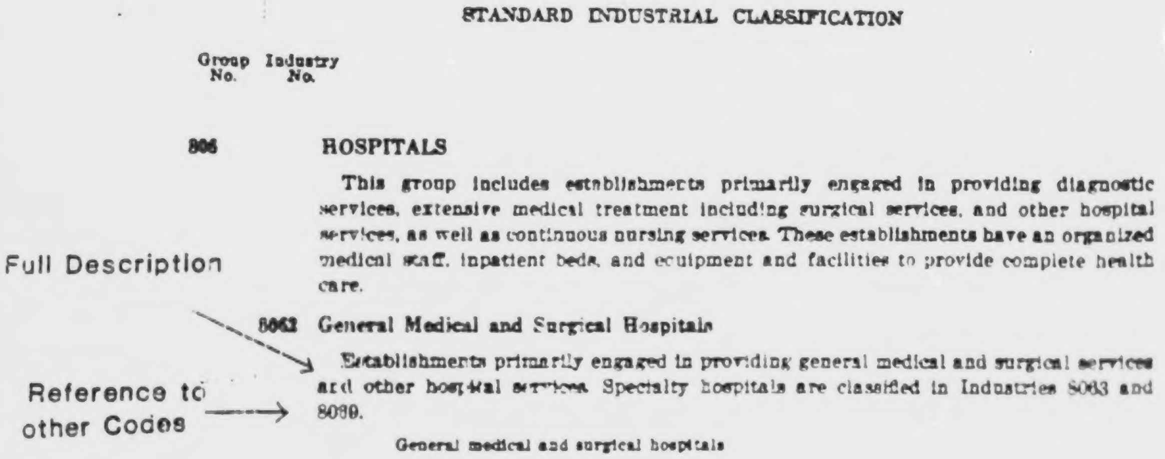
Alphabetic


Kind of Industry
Code
Description

ALPHABETIC INDEX, NONMANUFACTURING INDUSTRIES

6324	Hospital and medical service plans
1542	Hospital construction: general contractors
5086	Hospital equipment and supplies, including beds—wholesale
7349	Hospital housekeeping (cleaning service), on a contract basis
6321	Hospitalization insurance
8062	Hospitals, general medical and surgical
8063	Hospitals, mental
8063	Hospitals, psychiatric
8069	Hospitals, specialty except psychiatric

Description


Full Description
Reference to other Codes

STANDARD INDUSTRIAL CLASSIFICATION

Group No. Industry No.

806 **HOSPITALS**

This group includes establishments primarily engaged in providing diagnostic services, extensive medical treatment including surgical services, and other hospital services, as well as continuous nursing services. These establishments have an organized medical staff, inpatient beds, and equipment and facilities to provide complete health care.

8062 **General Medical and Surgical Hospitals**

Establishments primarily engaged in providing general medical and surgical services and other hospital services. Specialty hospitals are classified in Industries 8063 and 8069.

General medical and surgical hospitals

BEST COPY AVAILABLE

Alphabetic

ALPHABETIC INDEX, MANUFACTURING INDUSTRIES ← Kind of Industry

3823 Computer interface equipment for industrial process control
3674 Computer logic modules
3573 Computers, gun data
Code → 3573 Computing machines, electronic ← Description
2087 Concentrates, drink: except frozen fruit juice
2087 Concentrates, flavoring
2037 Concentrates, frozen fruit juice
2844 Concentrates, perfume
3532 Concentration machinery (metallurgical and mining)
3931 Concertinas and parts
3546 Concrete and masonry drilling tools, power: portable

Description

STANDARD INDUSTRIAL CLASSIFICATION

Group No.	Industry No.	
357		OFFICE, COMPUTING, AND ACCOUNTING MACHINES

3573 Electronic Computing Equipment

Full Description → Establishments primarily engaged in manufacturing electronic computers and peripheral equipment and/or major logical components intended for use in electronic computer systems. Included are general-purpose electronic analog computers, electronic digital computers, military, ruggedized, and special purpose computers. The electronic computers may be used for data processing or may be incorporated as components of control equipment for industrial use, and as components of equipment used in weapons and weapons systems, space and oceanographic exploration, transportation and other systems. . . .

Reference to other Codes → Establishments primarily producing rebuilt electronic computers are also included in this industry. Establishments primarily engaged in manufacturing desk calculators, cash registers, accounting machines and similar equipment, that are operator-paced are classified in Industry 3574; electrical and electronic test equipment in Industry 3825; industrial controls, including electronic, in Industry 3622; and industrial process instruments in Industry 3823.

Includes:

Accounting machines using machine-readable programs
Analog computers
Auxiliary storage units
Calculating machines, electronic: utilizing machine-readable programs
Card punching, sorting, and tabulating machines
Central processing units for electronic computing systems
Computing machines, electronic
Converters, digital and analog: except instrumentation type
Data computing and correcting systems, electronic
Digital computers
Disk and drum drives and devices, magnetic
Electronic computing machines
Film reader and digital storage phototheodolite devices
Gun data computers
Keypunches: key to tape and key to disk devices
Magnetic ink readers, sorters, and inscribers
Office machine control panels
Paper tape punches and readers
Printers, including strip (computer peripheral equipment)
Recorders, tape: for data computers
Scanners and readers, optical (input device)
Speed computers
Storage units, computer
Tabulating machines
Tape transport systems for electronic computers

WHAT KINDS OF PUBLICATIONS USE THE SIC CODE?

Several kinds of publications use the SIC code, including statistical sources, directories and indexes to journal articles. The following are examples of publications which use the SIC code to organize their information:

County Business Patterns (REF HC 101 A184 19--), which is put out by the U.S. Department of Commerce, provides statistics on employment and payrolls, and numbers of establishments and their employees. The information is organized by state, and by SIC code for each county within the state.

The following illustration is taken from County Business Patterns for Colorado, 1983.

COUNTY BUSINESS PATTERNS — COLORADO

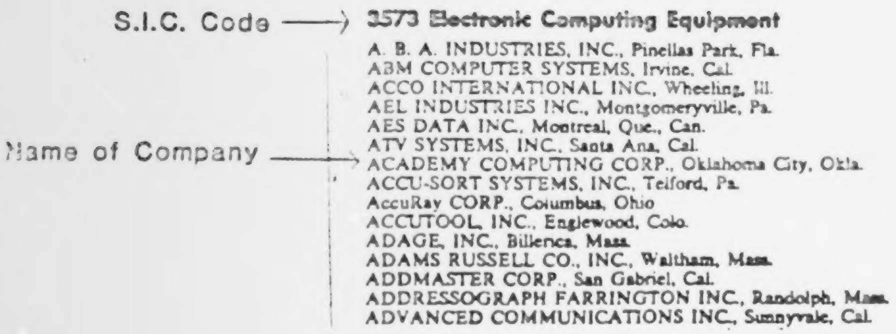
Table 2. **Counties—Employees, Payroll, and Establishments, by Industry: 1983**—Continued

SIC code	Industry	Number of employees for week including March 12	Payroll ($1,000)		Number of establishments, by employment-size class					
			First Quarter	Annual	Total	1 to 4	5 to 9	10 to 19	20 to 49	50 to 99
	DENVER—Continued									
80	Health services	26 495	126 693	510 863	1 383	985	237	80	32	23
801	Offices of physicians	2 992	30 739	120 630	746	564	115	54	12	-
802	Offices of dentists	1 174	5 293	21 252	316	223	81	10	2	-
803	Offices of osteopathic physicians	85	441	2 104	29	23	6	-	-	-
804	Offices of other health practitioners	346	1 438	6 363	120	101	13	5	1	-
8042	Offices of optometrists	119	442	1 841	37	29	6	2	-	-
8049	Offices of health practitioners, nec	181	851	3 801	58	50	4	3	1	-

↑

Establishment information

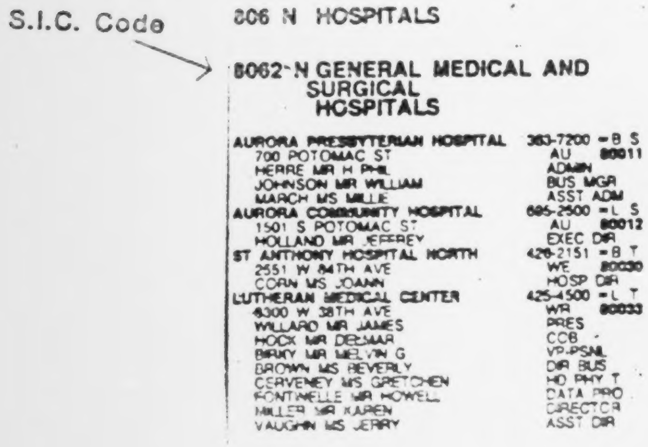
Some directories also use the SIC code. Standard & Poor's Register of Corporations, Directors and Executives (REF HG 4057 A4) lists companies in alphabetical order, giving address, phone number, key personnel, and brief financial information about the company. One of the indexes to the directory lists the included companies by main industry, using the SIC code. See the following illustration:


S.I.C. Code
Name of Company

3573 Electronic Computing Equipment

A. B. A. INDUSTRIES, INC., Pinellas Park, Fla.
ABM COMPUTER SYSTEMS, Irvine, Cal.
ACCO INTERNATIONAL INC., Wheeling, Ill.
AEL INDUSTRIES INC., Montgomeryville, Pa.
AES DATA INC., Montreal, Que., Can.
ATV SYSTEMS, INC., Santa Ana, Cal.
ACADEMY COMPUTING CORP., Oklahoma City, Okla.
ACCU-SORT SYSTEMS, INC., Telford, Pa.
AccuRay CORP., Columbus, Ohio
ACCUTOOL, INC., Englewood, Colo.
ADAGE, INC., Billerica, Mass.
ADAMS RUSSELL CO., INC., Waltham, Mass.
ADDMASTER CORP., San Gabriel, Cal.
ADDRESSOGRAPH FARRINGTON INC., Randolph, Mass.
ADVANCED COMMUNICATIONS INC., Sunnyvale, Cal.

For local companies, Contacts Influential is a valuable source of basic information (REF 5068 D4 C6; one volume covers the Denver metro area; the other covers the Front Range, except for the Denver metro area). In addition to an alphabetical listing of companies, it groups the companies according to SIC code. The following illustration shows what an entry looks like:

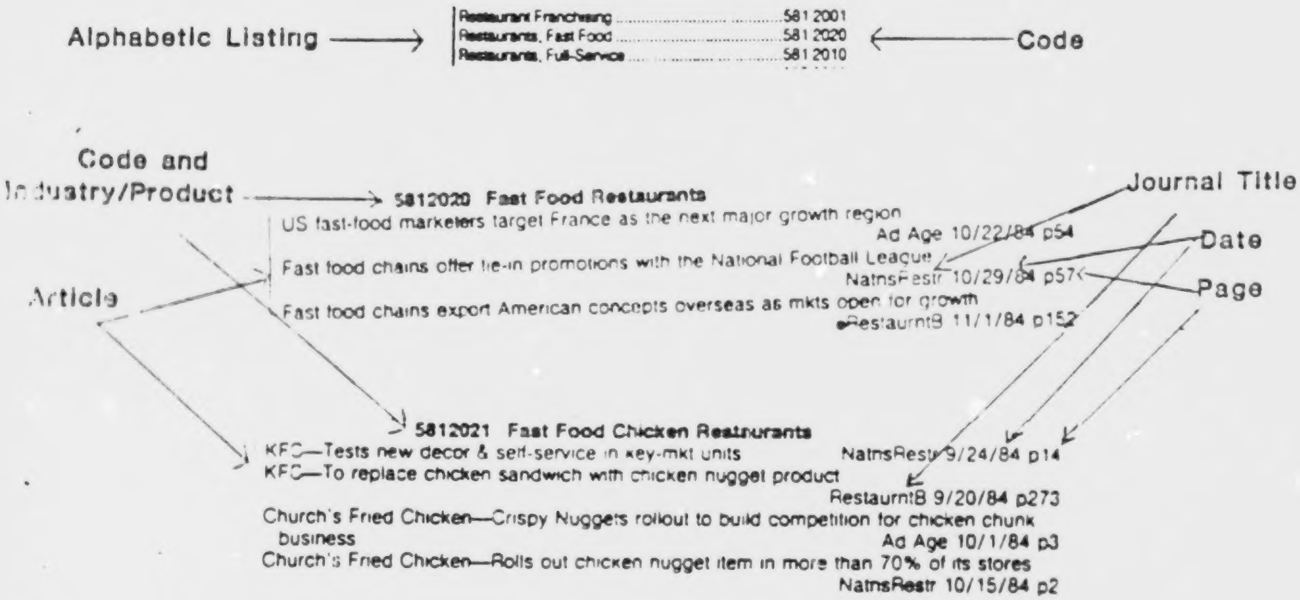


806 N HOSPITALS

8062-N GENERAL MEDICAL AND SURGICAL HOSPITALS

AURORA PRESBYTERIAN HOSPITAL	363-7200 =B S
700 POTOMAC ST	AU 80011
HERRE MR H PHIL	ADMIN
JOHNSON MR WILLIAM	BUS MGR
MARCH MS MILLIE	ASST ADM
AURORA COMMUNITY HOSPITAL	695-2500 =L S
1501 S POTOMAC ST	AU 80012
HOLLAND MR JEFFREY	EXEC DIR
ST ANTHONY HOSPITAL NORTH	426-2151 =B T
2551 W 84TH AVE	WE 80030
CORN MS JOANN	HOSP DIR
LUTHERAN MEDICAL CENTER	425-4500 =L T
8300 W 38TH AVE	WR 80033
WILLARD MR JAMES	PRES
HOCK MR DELMAR	COB
BIRKY MR MELVIN G	VP-PSNL
BROWN MS BEVERLY	DIR BUS
CERVENEY MS GRETCHEN	HD PHY T
FONTINELLE MR HOWELL	DATA PRO
MILLER MR KAREN	DIRECTOR
VAUGHN MS JERRY	ASST DIR

For current information, journal or magazine articles are most helpful. Predicasts F&S Indexes (INDEX HD 2785 F18 v.- , no. -) are one set of indexes to help you find articles on an industry. F&S indexes for the U.S. are divided into two main parts: articles about companies and articles about industries. The latter are organized by a 7 digit code developed by F&S. It is based on the SIC code, but develops the extra digits to indicate more specific industries. Always check the alphabetical listing in front of the index to identify the correct code for F&S. Look at the illustration below.


Alphabetic Listing
Code
Code and Industry/Product
Journal Title
Date
Page
Article

Restaurant Franchising 581 2001
Restaurants, Fast Food 581 2020
Restaurants, Full-Service 581 2010

5812020 Fast Food Restaurants

US fast-food marketers target France as the next major growth region
Ad Age 10/22/84 p54

Fast food chains offer tie-in promotions with the National Football League
NatnsRestr 10/29/84 p57

Fast food chains export American concepts overseas as mkts open for growth
RestaurntB 11/1/84 p152

5812021 Fast Food Chicken Restaurants

KFC—Tests new decor & self-service in key-mkt units NatnsRestr 9/24/84 p14

KFC—To replace chicken sandwich with chicken nugget product
RestaurntB 9/20/84 p273

Church's Fried Chicken—Crispy Nuggets rollout to build competition for chicken chunk business Ad Age 10/1/84 p3

Church's Fried Chicken—Rolls out chicken nugget item in more than 70% of its stores
NatnsRestr 10/15/84 p2

As you can see from these examples, the SIC code is a useful tool for information on industries. However, there are a couple of limitations of the SIC code, which influence its effectiveness as a tool:

1. Many uses of the SIC code remain at a general level of four digits. This does not allow in-depth analysis of home computers as distinguished from business computers, for example.
2. Some companies are involved in more than one line of business, and these are assigned more than one SIC code. It is not always easy to tell what percent of a company's profits are due to which business.

In spite of these limitations, it is useful to understand the SIC code for convenient access to statistical, directory and market information. If you need more help in using the code or any of the resources mentioned in this guide, please ask at the Reference Desk.

In addition to resources in print which use the SIC code, many on-line databases use the code. Ask at the Reference Desk for information about computer-assisted research at Auraria Library.

JBF 9/85
p27

STATISTICS
HOW TO FIND THEM

This Library Use Guide deals with tracking down statistics in the Auraria Library; e.g., the number of abortions performed in the U.S. in 1989 or the number of citizens of hispanic origin living in Denver. This guide does not directly address the study of statistics (including methodologies or instrumentation for gathering statistics).

A wealth of statistical publications are produced by the U.S. Bureau of the Census. Please pick up the Library Use Guides titled *Economic Censuses* and *Population Censuses* for an overview of these sources.

Sources for **Business** statistics are addressed in the Library Use Guides titled Business Resources. Library Use Guides for other subject areas may also mention statistical sources.

CONTENTS

I. SELECTED LIST OF MAJOR SOURCES OF STATISTICAL DATA

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Specialized Statistics 2

Colorado/Denver 2
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Economic Statistics (U.S.) . . . 4
Education 5
Health/Medical 6
International 6
Labor/Employment 7
Minorities/Women 7
Science/Engineering 8
Vital 8

II. FINDING STATISTICS BY:

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Finding Articles 11
Using Statistical Indexes 11

Location Codes:
REF = Reference Stacks
INDEX = Index Tables
COLO = Colorado Reference Stacks
DOC = Government Documents

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver   Metropolitan State College of Denver   Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204   (303) 556-2741

SELECTED LIST: MAJOR SOURCES OF STATISTICAL DATA

GENERAL U.S. STATISTICS

REF HA 202 A2	*Statistical Abstract of the United States*. Washington, D.C.: U.S. Department of Commerce, Bureau of the Census, 1878- . A great "first place" to look for any statistic. This is an annual compilation of statistics gathered by government organizations and trade and industry groups. It includes data on subjects covered by U.S. government agencies...almost everything. (The most recent five years are in the Reference stacks and older editions are in the Government Documents area: C3.134:)
REF HA 203 A54	*State and Metropolitan Data Book*. Washington, D.C.: U.S. Department of Commerce, Bureau of the Census, 1979- . The *Data Book* provides statistics on such items as population, housing, education, employment, industry, and crime for Metropolitan Statistical Areas (MSA's) and their component counties and central cities. Published biennially.
REF HA 202 A36	*County and City Data Book*. Washington, D.C.: U.S. Department of Commerce, Bureau of the Census, 1947- . A good source of county statistics. The data coverage includes population, health, crime, income, labor force, agriculture, wholesale and retail trade, and poverty status for U.S. counties and cities. **Also on CD-ROM.**
REF HA 202 B87	*Historical Statistics of the United States: Colonial Times to 1970*. Washington, D.C.: U.S. Department of Commerce, Bureau of the Census, 1975. A two-volume compilation containing historical statistical data on subjects ranging from rape statistics to figures for men's shoe production.

SPECIALIZED STATISTICS

COLORADO/DENVER

On CARL	*The Colorado State Publications Catalog*. This catalog, available on the CARL system, lists publications from all Colorado statutory government agencies. al the documents listed on the *Colorado State Publications Catalog* are owned by the Colorado State Library. The Auraria Library will own some of the documents listed. Consult with a reference librarian to see if the Auraria Library owns the document you need. Search the *Colorado* catalog as you would the Auraria Library Catalog (see page 10,) by <W>ORD or by <N>AME.

On CARL	*Metro Denver Facts* This annual compilation is available both in print (under call number: COLO HC 108.4 .D4) and on the CARL system (it is one of the Information databases). Published by the Greater Denver Chamber of Commerce, this resource covers data on climate, construction, cost of living, education, employment, finance, government, income, manufacturing, population, taxes, tourism, trade, transportation and utilities.
REF HC 107 C6 N56	*Colorado State Profile*. Washington, D.C.: Woods & Poole Economics, 1987. This book provides current data and forecasts of economic and demographic data for regions and counties in Colorado.
COLO HA 275 S727	*Statistical Abstract of Colorado*. Denver: Transrep Bibliographics, 1987. The place to look first for statistics about Colorado, the *Statistical Abstract of Colorado* contains primarily statewide data, but does provide some county and city information.

CRIME

REF HV 6786 A3	*Crime in the United States: Uniform Crime Reports for the U.S.* Washington, D.C.: U.S. Department of Justice, Federal Bureau of Investigation, 1930- . Published by the F.B.I., this report presents annual statistics on U.S. crime rates, trends, and arrests.
REF HV 7245 N37b	*Sourcebook of Criminal Justice Statistics*. Washington, D.C.: U.S. Department of Justice, Bureau of Justice Statistics, 1973- . At annual publication supplying statistics on criminal offenses, arrests, prosecutions, courts, correctional facilities, releases and paroles.
REF HV 6791 U55	*Criminal Victimization in the United States*. Washington, D.C.: U.S. Department of Justice, Bureau of Justice Statistics. 1973- . A compilation of charteristics of victims, offenders, and crimes, and data on the reporting of crimes to police.

COLO HV 6793 C6 C64	*Crime in Colorado*. Denver: Colorado Bureau of Investigation. (Annual) (See also Library Use Guide on *Criminal Justice*.)

DEMOGRAPHICS

COLO HC 106.8 L5	*The Lifestyle Market Analyst*. Wilmette IL: Standard Rate & Data Service, 1989- . An annually updated guide providing demographic, geographic and lifestyle information for 209 American markets described as **Areas of Dominant Influence**.
INDEX HB 848 P6	*Population Index*. Princeton NJ: Office of Population Research, Princeton University, 1985- . An annotated index to books, periodical articles, and official publications on population problems and demography. It covers both U.S. and foreign publications.
MAP G 1046 Q4 R334	*Rand McNally Commerical Atlas & Marketing Guide*. Chicago IL: Rand McNally & Company. This atlas offers a yearly update of U.S. economic and geographic information through maps, tables, and charts. Population, income, and sales figures are supplied for major and basic trading areas, Metropolitan Statistical Areas (MSA's), and counties. Other headings include "Largest Corporations in American Business" and "Railroads of the U.S." This atlas is in the **Map** area of the library on the top shelf of Atlas Case #1.

ECONOMIC STATISTICS (U.S.)

PERIOD HC 101 A186	*Economic Indicators*. U.S. Congress. Joint Economic Committee. 1948- . A monthly report of dozens of economic indicators, including those related to income, spending, employment, prices, money, credit, security markets, and production and business activities. Generally, each table presents a ten-year series, with the most recent year broken down by quarters or months. Ask for the most recent years at the Periodicals Desk; earlier editions are bound and shelved in the Periodicals stacks.

REF HC 106.5 A272	*Economic Report of the President Transmitted to the Congress*. U.S. President. Washington, D.C.: U.S. Government Printing Office, 1947- . An annual publication which offers a review of the nation's economic condition, documented by statistics.
REF HJ 2051 A59	*Budget of the U.S. Government*. Washington, D.C.: Executive Office of the President. This lengthy document includes actual and projected government spending for a range of fiscal years. As of FY 1992, the Budget includes "Historical Tables"; they were previously published separately. Highlights of the budget are published in the significantly more compact **U.S. Budget in Brief** (REF HJ 2051 A5974).
PERIOD HG 2401 A5	*Federal Reserve Bulletin*. Washington, D.C.: Board of Governors of the Federal Reserve System. 1915- . A monthly periodical which provides current information, including statistics, on financial conditions in the United States. It also reports on financial developments in foreign countries. Ask for the most current editions at the Periodicals Desk.

EDUCATION *(see also Minorities/Women)*

REF L 111 A681	*Digest of Education Statistics*. Washington, D.C.: Department of Health, Education, and Welfare, Education Division. National Center for Education Statistics. 1975- . An annual compilation of a large variety of American educational statistics covering students, facutly and staff for kindergarten through graduate school. Figures are provided for enrollments, finance and expenditures, population characteristics, and salaries. Examples of tables include: "Profile of Scholastic Aptitude Test Takers," and "Selected Characteristics of Participants in Adult Education."
REF L 112 N377a	*The Condition of Education*. Washington, D.C.: U.S. Department of Education, Office of Educational Research and Improvement. Vocational Center for Educational Statistics. 1975- . An annual statistical report covering enrollment, curricula, finance, student and faculty/staff characteristics, and other indicators relevant in assessing the condition of U.S. education for the elementary, secondary, and post-secondary levels.

REF L 903 W8 C5	*CIC's School Directory*. Westport CT: Market Data Retrieval, 1983/84- . Updated yearly, this directory provides data on public school districts and schools, Catholic and other independent schools, and regional and county centers for all 50 states and the District of Columbia. Supplies such information as address, name of principal and librarian, level of expenditure per student, and the percentage of students falling below the poverty line.

HEALTH/MEDICAL

REF RA 981 A2 A6234	*Hospital Statistics*. Chicago IL: American Hospital Association, 1972- . An annual compilation of statistical tables gathered by the American Hospital Association. The tables present a profile of services, use, personnel and finances of hospitals in the U.S. and associated areas
REF RA 407.3 U57a	*Health, United States*. Rockville MD: U.S. Department of Health and Human Services, National Center for Health Services Research, 1975 . Published yearly, this report is divided into two sections. The first is a "chartbook" with tables and tables on minority health. The second contains detailed tables organized around 4 major subject areas: health status and determinants, utilization of health resources, healthcare resources, and healthcare expenditures.
REF RA 407 A1 W6	*World Health Statistics Annual*. Geneva, Switzerland: World Health Organization. This is a statistic-packed volume, containing both French and English language text. Worldwide vital statistics and causes of death are included.
COLO HB 935 C6 C64	*Colorado Helath Statistics*. Denver: Colorado Department of Health. (Irregular) This contains newly released Colorado health statistics.

INTERNATIONAL

Consult the Library Use Guide titled *Business Resources: International Marketing*. It recommends excellent international sources of use to a wide range of researchers. See also *Index to International Statistics*, page 12.

LABOR/EMPLOYMENT

PERIOD HD 5723 A4532	*Employment and Earnings*. Washington D.C.: U.S. Department of Labor, Bureau of Labor Statistics. 1954- . This periodical provides a monthly update of employment statistics, including characteristics of the employed, unemployed and persons not in the labor force. Data is usually given by age, sex, industry and occupation.
REF HD 8051 A623	*Employment, Hours, and Earnings, 1909-1990*. Washington, D.C.: U.S. Department of Labor, Bureau of Labor Statistics, 1991. This two-volume set presents historical monthly and annual average data on employment, hours, and earnings for U.S. industries. This book is arranged by SIC code. (See the Library Use Guide titled *Standard Industrial Classification (SIC): It's Value, Organization and Use.)* Most of the data is this bulletin is updated by *Employment and Earnings*, described above.
REF HD 8064 A3	*Handbook of Labor Statistics*. Washington D.C.: U.S. Bureau of Labor Statistics, 1924- . An annual collection of statistics on labor force and employment status with figures on family relationships and earnings, work exprience, job schedules, absences, turnover, earnings by state, unions, and occupational injuries.
PERIOD HD 8051 A78	*Monthly Labor Review*. U.S. Department of Labor, Bureau of Labor Statistics, 1918- . This journal supplies a wide variety of current labor statistics, updated monthly.

MINORITIES/WOMEN

REF HQ 1420 T34	*Statistical Handbook of Women in America*. Phoenix AZ: Oryx Press, 1991. Statistical figures culled from a variety of federal agencies covering women's demographic and social characteristics, health issues, and employment and economic status. This book is most useful for looking at a statistic over a period of time. Despite its name, this handbook also touches on women worldwide, not just in America. Useful phone numbers for the Bureau of the Census and Department of Labor Statistics are provided in the Guide to Relevant Information Sources section.

REF E 185.5 S7 1990	*Statistical Record of Black America.* Carrell Peterson-Horton and Jessie Carney Smith, editors. Detroit MI: Gale, 1990. This volume touches on a wide assortment of statistics, including social, political, economic, and vital.
REF E 184 S75 S27	*Statistical Handbook on U.S. Hispanics.* Frank L. Schick and Renee Schick, editors. Phoenix AZ: Oryx, 1991. The statistical tables and charts in this book cover demographics, immigration and naturalization, social characteristics, education, health, politics, labor force and economic conditions.
REF LC 1756 T68	*Fact Book on Women in Higher Education.* Judith G. Touchton and Lynne Davis, compilers. New York: Council on Education, 1991. A compilation of data on women faculty, students, administrators, staff, and trustees. Projections are provided for some figures.

SCIENCE AND ENGINEERING

REF Q 172.5 S34	*Science and Engineering Indicators.* Washington D.C.: National Science Board. Produced biennially, this series provides quantitative information about the structure and function of U.S. science and technology. Some areas covered include the "Science and Engineering Workforce" and "Financial Resources for Research and Development."

VITAL STATISTICS *(see also Health/Medical)*

REF HA 203 A22	*Vital Statistics of the United States.* Washington, D.C.: U.S. Department of Health and Human Services. Public Health Service. Office of Health Research, Statistics, and Technology. National Center for Health Statistics. 1937- . The National Center of Health Statistics produces this three-volume set covering data concerning Natality (fertility, live births, birth rates), Mortality (infant and fetal mortality, death by accidents, life tables), and marriage and divorce.
REF HA 217 A4	*Accident Facts.* Chicago: National Safety Council. A booklet of tables, graphs and text concrning injuries and deaths. Examples of headings include: "Motor-Vehicle Deaths on Major Holidays," and "School Bus Accidents."

COLO HB 935 C6 A55	*Colorado Vital Statistics.* Denver: Colorado Department of Health. (Annual) *Vital Statistics* in this guide include Live Births, Spontaneous Fetal Deaths, Deaths, Marriages, Marriage Dissolutions, and Adoptions.

BROWSING THE REFERENCE COLLECTION TO FIND STATISTICS

Most statistical compilations are shelved in the Reference Collection. There are two basic types:

1. **Subject Specific Statistical Compilations**
   Browse in the area of the Reference Collection that represents your subject area. For example, compilations of health statistics will be in the **R** section of the Reference stacks, where the medical/health books are. To determine which area of the Reference Collection to browse in, pick up the Library Use Guide titled *Library of Congress Classification*.

   See Also: Library Use Guides for your subject area; they may suggest additional sources that contain statistical information.

2. **General Statistical Compilations**

   General statistical compilations, which often cover a wide variety of topics, are shelved in the **HA** section of the reference collection. Below is a further breakdown of the kinds of statistical books found in this section.

HA29 - 31.9	Theory and method of social science statistics
HA154 - 4737	Statistical data
HA154 - 155	Universal Statistics
HA175 - 4737	By region or country
HA195 - 730	United State
HA221-724	Individual States
HA271-277	Colorado
HA730.A1-739	U.S. cities, A-Z

USING THE AURARIA LIBRARY CATALOG TO FIND STATISTICS

BY WORD

Try a W (word) search in the Catalog to find statistics. Use a word describing the kind of statistics you want combined with the word STATISTICS. Here are several examples of using the Word search to find statistics:

colorado statistics
denver statistics
opinion polls
social indicators
statistics guides
statistics sources
population statistics

BY NAME

If you know the name of a particular organization or issuing agency, a <N>AME search is another way of locating statistics. When searching for a U.S. agency, spell out 'United States.'

Drop words such as 'the' and 'of.' Examples of name searches:

bureau of united states
bureau labor statistics united states
denver regional council governments
department defense

If you retrieve too many records from a <N>AME search, the system will give you the option of adding a descriptive **Word** to make your search more specific.

NOTE: Keep in mind that many useful books containing statistics are not statistical compilations. For example, a general book which discusses capital punishment will likely quote various statistics dealing with the death penalty.

USING GOVERNMENT DOCUMENTS TO FIND STATISTICS

A large amount of statistical information is published by the U.S. government. The **Government Publications database**, one of the library catalogs on the **CARL** system, allows you to identify U.S. documents that are not on the Auraria Library Catalog. The Government Publications database lists the holdings of the Denver Public Library and Norlin Library at CU-Boulder.

The Auraria Library will own most, but not all, of the documents listed in the **Government Publications Documents** catalog. Consult with a reference librarian to see if the Auraria Library owns the document you need. Search the Government **Publications** catalog as you would the Auraria Library Catalog (see previous page) by Word or by Name.

FINDING STATISTICS IN ARTICLES

Many newly gathered statistics will appear first in newspaper, magazine, or journal articles. Use indexes or abstracts to identify articles by subject. A selected list of major indexes and abstracts in the Auraria Library appears in the appendix of the **Auraria Library Handbook**, available near the Reference desk. If you need assistance in choosing an index or abstract, please see a reference librarian.

STATISTICAL INDEXES

There are a number of indexes which point you to statistics found in a variety of publications. The statistics in many of these publications would be very difficult to locate without the aid of statistical indexes. Below is a list of major statistical indexes at the Auraria Library:

INDEX HA 205 A462	*American Statistics Index (ASI)*. Washington, D.C.: Congressional Information Service, 1973- . A detailed subject index to statistics published in U.S. Government publications. Since the U.S. government publishes material on virtually all subjects, the variety of statistics is impressive.

To use ASI:
ASI is published monthly and cumulated annually. It is published in two volumes: an **Index** volume and an **Abstract** volume. Start with the Index volume and either search for statistics by subject (i.e., homicide) or by category (i.e., by age.) The index entries provide an abstract number. Look up the number in the accompanying Abstract volume. You will find a summary of the document (so you can see if it will be useful). The abstract will also direct you to the specific page of the document that you will need.

Auraria owns a large number of the items indexed in *ASI*:

All items indexed in the *ASI* since 1979 that do not have a black dot near their item number (indicated in the abstract) are owned by the Auraria Library. They are on microfiche in the Periodicals Department. To retrieve an ASI document, be sure you have the year (from the index you're looking at) and the abstract number. For example: ASI fiche, 1982, 8000-2.

Some items indexed in ASI that do have a black dot ● are owned by the Auraria Library. From 1974-1978 these items are part of the ASI microfiche collection. For items past 1978, ask a reference librarian for assistance determining whether Auraria owns a document. Items with black dots are depository items. Nearby depository libraries which will own all the documents are: the Denver Public Library and Norlin Library at CU-Boulder.

INDEX
HA
203
S7

Statistical Reference Index (SRI). Washington, D.C.: Congressional Information Service, 1980- .
A subject index to a variety of publications produced by sources other than the U.S. Government. Sources include: state agencies, associations, business organizations and universities. Search SRI the same way you search ASI (see previous page). Auraria owns some of the publications indexed in SRI. Those owned by Auraria will be listed in the Auraria Library Catalog on CARL.

Both Denver University and CU-Boulder own all SRI documents. They are on microfiche.

INDEX
HA
155
153

Index to International Statistics (IIS). Washington, D.C.: 1983- .
An index to the statistical publications of international government publications such as the United Nations (UN), the World Health Organization, and the International Monetary Fund (IMF). Search IIS the same way you search ASI (see above). Auraria owns some of the publications indexed in IIS. Those owned by Auraria will be listed in the Auraria Library Catalog.

Both CU-Boulder and Colorado State University own all IIS documents. They are on microfiche.

INDEX HA 203 D37	*Datamap 1990: Index of Published Tables of Statistical Data.* Phoenix AZ: Oryx Press, 1986- . *Datamap* is an index to several dozen common statistical sources...in fact many of the sources are listed in this guide. Though *Datamap* may point you to volumes that contain statistics older than you need, it is still useful. Since many compilations print similar statistics each year, knowing that your statistic appeared in a 1988 source indicates that it will probably appear in that source for the current year as well.
REF HA 29 S787	*Statistics Sources.* Paul Wasserman, ed. Detroit: Gale, 1962- . A subject guide to statistical data on industrial, business, social, educational, financial, and other topics for the United States and world. This index recommends a wide variety of publications as well the names of agencies and organizations.
REF Z 6951 S755	*Guide to Special Issues and Indexes of Periodicals.* Miriam Uhlan editor. Washington, D. C.: Special Libraries Association, 1985. Third edition. Trade journals, those dedicated to a particular industry, publish statistic-filled special issues every year, usually on a particular month. For example, *Fortune Magazine* publishes its issue highlighting the Fortune 500 in April or May of each year. The Guide to Special Issues allows you to identify special issues covering dozens of diverse topics and industries. Examples include jewelry, the military, sports and sporting goods, and travel/tourism.

EM(LS/OA):9/91

TAX RESEARCH:
FINDING GUIDE FOR COURT CASES

ABBREVIATION	TITLE	LOCATION AT AURARIA LIBRARY (VOLUMES OWNED)	SUPREME COURT	CIRCUIT COURTS OF APPEAL	DISTRICT COURTS	COURT OF CLAIMS	TAX COURT AND BOARD OF TAX APPEALS
A.F.T.R	American Federal Tax Reports	REF. KF 6280 A215 (Vol. 1-	X	X	X	X	
B.T.A.	U.S. Board of Tax Appeals Reports	REF. KF 6280 A28 (Vol. 1-47)					1925-1941
Ct. Cl.	U.S. Court of Claims Reports (Ju 3.91:)					X	
F. 2d	Federal Reporter (2d series)	REF. KF 105 F42 (Vol. 258-)			1929-1932; 1960-pres.	1929 to present	
F. Supp.	Federal Supplement	REF. KF 105 F44 (Vol. 229 -)			1932 to present	1932-1960 only	
L. ed.	U.S. Supreme Court Reports (Lawyers' ed.)	REF. KF 101 U52 (Vol. 1 -)	X				
P.H.T.C.M.	Tax Court Memorandum Decisions (P-H)	REF. KF 6280 A275 (Vol. 1-)					1928 to present Memo decisions
S. Ct.	Supreme Court Reporter	NOT AT AURARIA	X				
T.C.	U.S. Tax Court Reports	REF. KF 2680 A282 (Vol. 1-)					1942 to present Reg. decisions
T.C.M.	Tax Court Memorandum Decisions (CCH)						
U.S.	U.S. Reports	REF. KF 101 U5a (Vol.443-)	X				
U.S. Tax Cas.	U.S. Tax Cases (CCH)	REF KF 6280 A2 (VOL. 1-86)	1913 to present	1913 to present	1913 to present	1913 to present	

ABBREVIATIONS: P-H = Prentice-Hall; CCH = Commerce Clearing House

SOURCE: Adapted from Sommerfield, Ray M., Tax Research Techniques (2nd ed), pp.104-106.

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

A BRIEF INTRODUCTION TO RESEARCHING A TAX PROBLEM IN AURARIA LIBRARY

This guide to researching a tax problem is designed to introduce you to sources of information on federal taxes. It is divided into three main sections: Tax services, cases and rulings, and other resources. Tax services and cases and rulings are the primary research materials, while the other resources include secondary materials such as indexes and periodicals. Please read through this guide before working on your tax question.

I. TAX SERVICES

To research any tax problem, you need to use what is called a "tax service." A tax service is a collection of materials arranged in an organized fashion designed to help you locate the topic you are interested in researching. Each tax service has an index volume arranged alphabetically by topic. If, for example, you look up "individual retirement accounts" in the index volume of a tax service, you will find a reference (a page number, a paragraph number, or a volume number) which tells you where in that service you can find a discussion of individual retirement accounts.

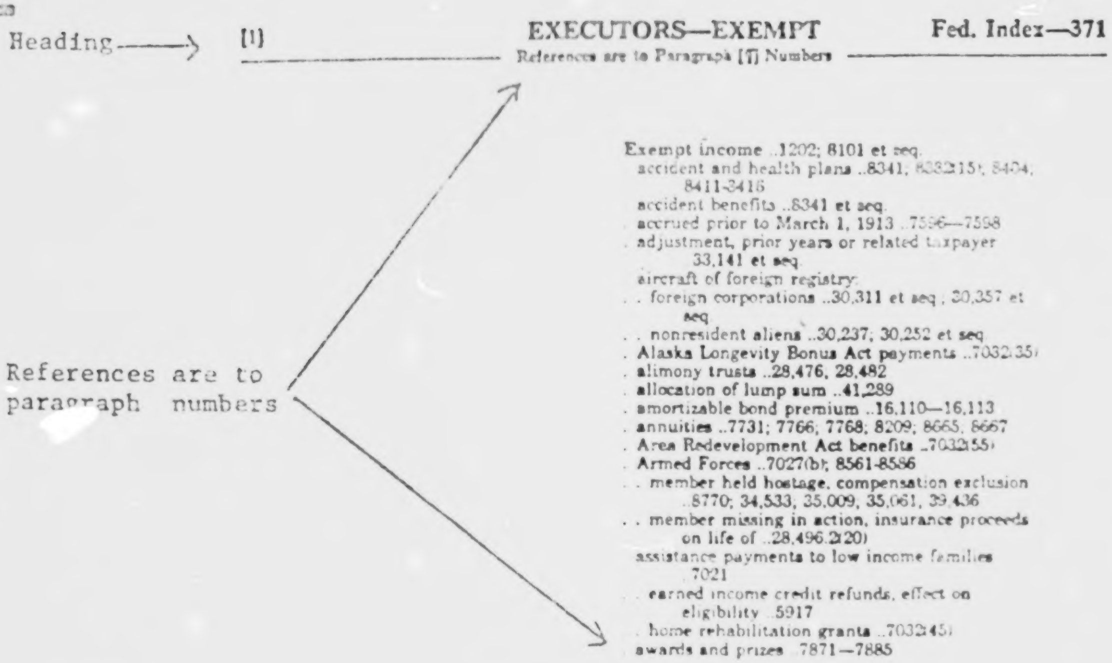
The Auraria library has three of these tax services: (1) Federal Taxes published by Prentice-Hall (P-H), (2) Standard Federal Tax Reporter published by Commerce Clearing House (CCH), and (3) Tax Management Portfolios published by the Bureau of National Affairs (BNA). A brief description of each of these tax services follows:

P-H Federal Taxes

Ref
KF 6285
P 66
Year
V. -

The Prentice-Hall service contains many volumes (10 basic ones on income taxes plus several others) of loose-leaf pages, and it is updated weekly. Be sure to use the set of volumes for the current year. The spine of each volume tells you which paragraph numbers and which Code section numbers are contained inside. Also, some very general topics are listed on the spine (e.g., "business deductions" or "current matter"). Find the volume labeled INDEX and look up the paragraph number of your topic. Then find the volume which contains that paragraph number and flip through the pages until you find that paragraph number. For example, if you want to know about the taxability of prizes and awards, look for those words in the index volume. If you cannot find them, you may have to think of other words which would lead you to "prizes and awards." In the following example, the words are found in the index under "exempt income." You then look for the information you want in the volume containing ¶7871. That paragraph number would appear as shown in the example under "information page."

Index page:

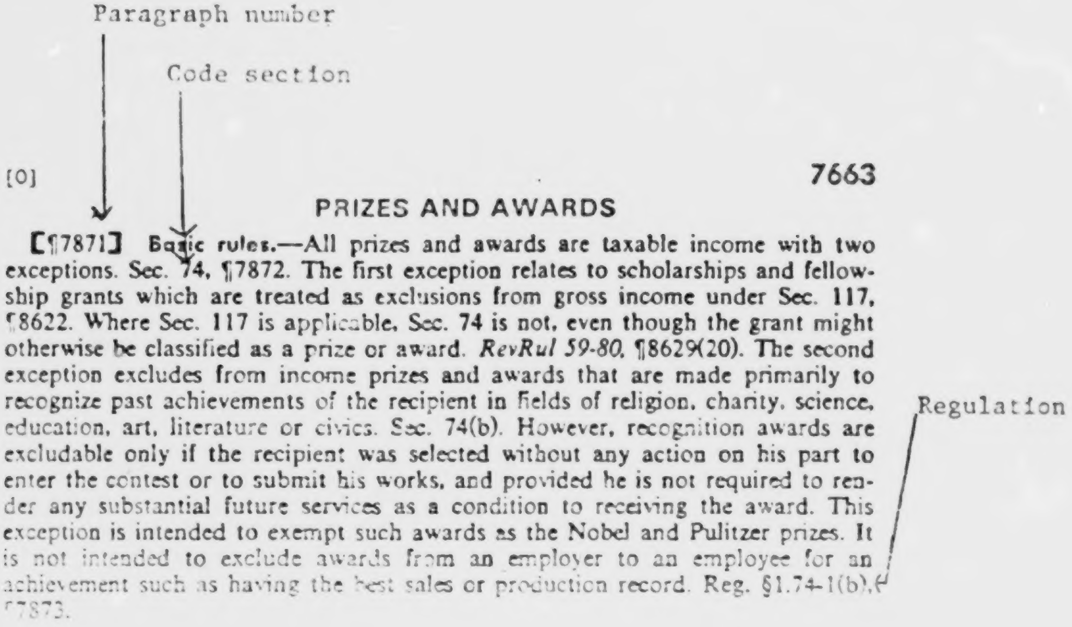

Heading
References are to paragraph numbers

[1] **EXECUTORS—EXEMPT** **Fed. Index—371**

References are to Paragraph [¶] Numbers

Exempt income ..1202; 8101 et seq.
. accident and health plans ..8341; 8332(15); 8404; 8411-8416
. accident benefits ..8341 et seq.
. accrued prior to March 1, 1913 ..7596—7598
. adjustment, prior years or related taxpayer 33,141 et seq.
. aircraft of foreign registry:
. . foreign corporations ..30,311 et seq.; 30,357 et seq.
. . nonresident aliens ..30,237; 30,252 et seq.
. Alaska Longevity Bonus Act payments ..7032(35)
. alimony trusts ..28,476; 28,482
. allocation of lump sum ..41,289
. amortizable bond premium ..16,110—16,113
. annuities ..7731; 7766; 7768; 8209; 8665; 8667
. Area Redevelopment Act benefits ..7032(55)
. Armed Forces ..7027(b); 8561-8586
. . member held hostage, compensation exclusion ..8770; 34,533; 35,009; 35,061; 39,436
. . member missing in action, insurance proceeds on life of ..28,496.2(20)
. assistance payments to low income families ..7021
. . earned income credit refunds, effect on eligibility ..5917
. . home rehabilitation grants ..7032(45)
. awards and prizes ..7871—7885

Information page:


Paragraph number
Code section
Regulation

[0] **7663**

PRIZES AND AWARDS

[¶7871] Basic rules.—All prizes and awards are taxable income with two exceptions. Sec. 74, ¶7872. The first exception relates to scholarships and fellowship grants which are treated as exclusions from gross income under Sec. 117, ¶8622. Where Sec. 117 is applicable, Sec. 74 is not, even though the grant might otherwise be classified as a prize or award. *RevRul 59-80*, ¶8629(20). The second exception excludes from income prizes and awards that are made primarily to recognize past achievements of the recipient in fields of religion, charity, science, education, art, literature or civics. Sec. 74(b). However, recognition awards are excludable only if the recipient was selected without any action on his part to enter the contest or to submit his works, and provided he is not required to render any substantial future services as a condition to receiving the award. This exception is intended to exempt such awards as the Nobel and Pulitzer prizes. It is not intended to exclude awards from an employer to an employee for an achievement such as having the best sales or production record. Reg. §1.74-1(b), ¶7873.

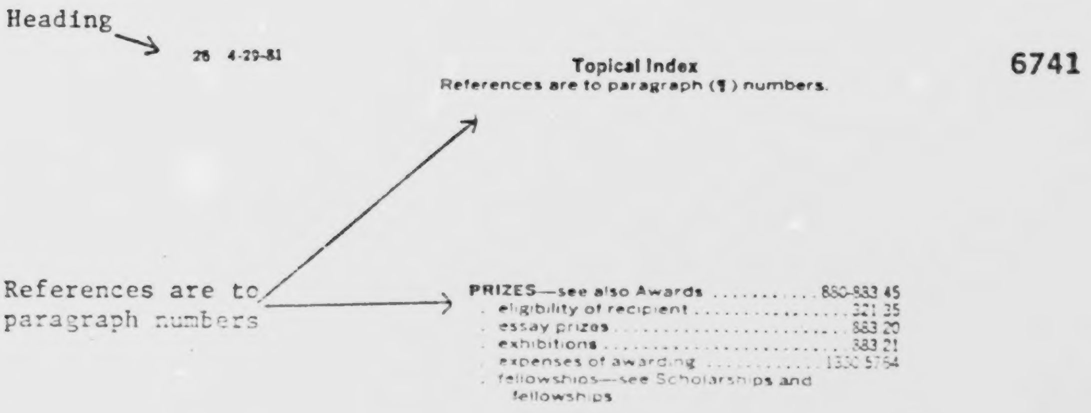
Generally, the treatment of your topic will be as follows: an exact reprint of the relevant Code section, an exact reprint of the relevant Treasury Regulation, an editorial discussion (basically the Code and Regs discussed in more understandable language), and digests of pertinent court cases and revenue rulings. (The order of these sections may vary depending on which tax service you are using.) These digests are usually 3- or 4- line summaries followed by a "citation" which is simply a description with enough information to allow you to locate the actual court case or revenue ruling. If you were doing research for a client, you would not want to rely on these digests but would want to read the actual case or ruling. These cases and rulings appear in hard-bound volumes (except the very latest cases and rulings) located elsewhere. Only the very latest cases and rulings will be in the tax service itself (in loose-leaf form), usually in a volume called AFTR 2d Decisions Advance Sheets, which are part of the tax service. To find an earlier case, see the explanation later in this guide.

CCH Standard Federal Tax Reporter

Ref
KF 6285
C 55
Year
V. -

The Commerce Clearing House tax service is almost exactly like the P-H tax service. Whatever differences exist between the two services are not significant for beginning tax researchers. The procedure for locating your topic is the same as the procedure when using the P-H service. Again, use volumes for the current year. The example that follows shows you that the index page lists ¶880 as the starting point for the discussion on prizes and awards. That discussion would appear as shown in the example under "information page."

Index page:


Heading
References are to paragraph numbers

26 4-29-81

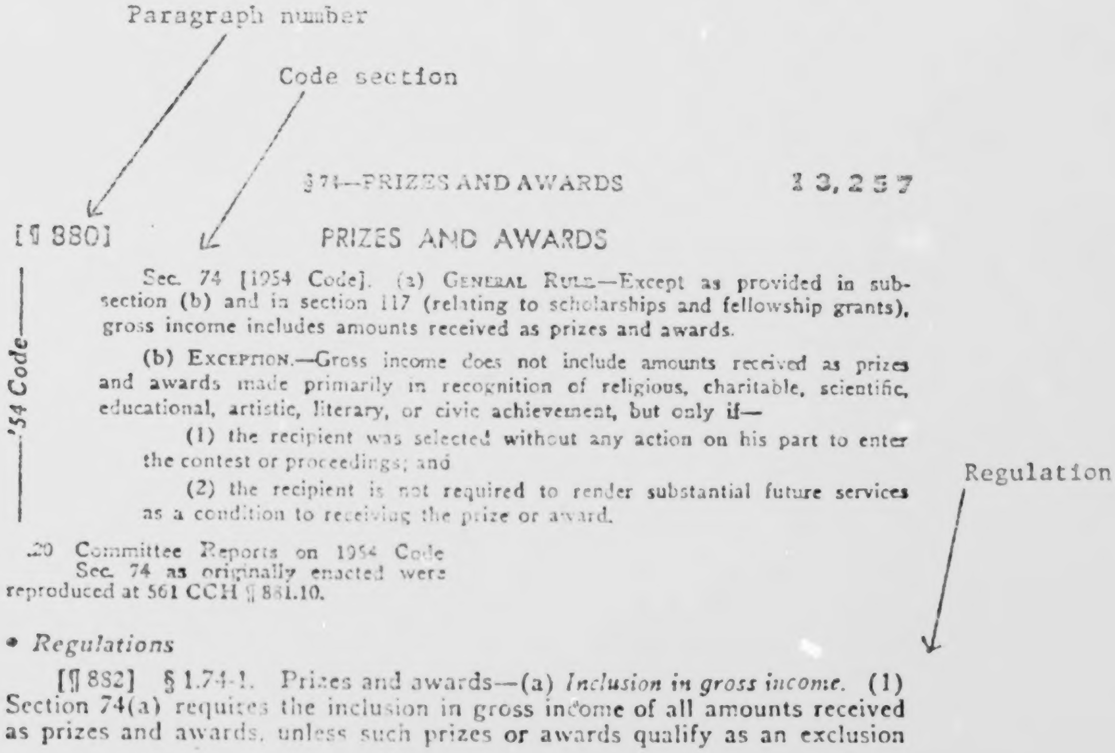
Topical Index

References are to paragraph (¶) numbers.

6741

PRIZES—see also Awards 880-883.45
. eligibility of recipient 321.35
. essay prizes 883.20
. exhibitions 883.21
. expenses of awarding 1330.5764
. fellowships—see Scholarships and fellowships

Information page:


Paragraph number
Code section
Regulation
'54 Code

§74—PRIZES AND AWARDS 13,257

[¶ 880] PRIZES AND AWARDS

Sec. 74 [1954 Code]. (a) GENERAL RULE—Except as provided in subsection (b) and in section 117 (relating to scholarships and fellowship grants), gross income includes amounts received as prizes and awards.

(b) EXCEPTION.—Gross income does not include amounts received as prizes and awards made primarily in recognition of religious, charitable, scientific, educational, artistic, literary, or civic achievement, but only if—

(1) the recipient was selected without any action on his part to enter the contest or proceedings; and

(2) the recipient is not required to render substantial future services as a condition to receiving the prize or award.

.20 Committee Reports on 1954 Code Sec. 74 as originally enacted were reproduced at 561 CCH ¶ 881.10.

• *Regulations*

[¶ 882] § 1.74-1. Prizes and awards—(a) *Inclusion in gross income.* (1) Section 74(a) requires the inclusion in gross income of all amounts received as prizes and awards, unless such prizes or awards qualify as an exclusion

Bureau of National Affairs Tax Management Portfolios (BNA)

Ref
KF
6289
A 1
T 35
No. -

This is a collection of some 300 spiral-bound, paper-back books referred to as "portfolios." The index is a hard-cover loose-leaf volume, located at the back of the portfolios. It is called Tax Management BNA Master Binder. You look up your topic in the key word section of the index which will refer you to a specific portfolio. Each portfolio discusses a topic in an academic and in-depth manner, and usually contains between 50 and 200 pages. In general, this is not where you look for "quick answers." Not only will a portfolio discuss the state of the law with regard to a particular topic, but quite often the portfolio's author will have suggestions for what the law should be.

II. COURT CASES AND IRS RULINGS

Since you should not rely on an editorial digest of cases and rulings, you frequently must locate and read the actual court case or ruling. All tax cases can be found in the following volumes referred to as "reporters":

Ref
KF 6280
A 215
and
Ref
KF 6280
A 215
2nd Ser

(1) American Federal Tax Reports (AFTR) published by P-H. Contains District Court, Claims Court, Circuit Court, and Supreme Court cases (but not Tax Court decisions). Auraria has Vol. 1 to date.

Ref
KF 6280
A 2
V. -

(2) United States Tax Cases (USTC) published by CCH. Contains the same cases as AFTR.

Ref
KF 6280
A 275
V. -
year

(3) United States Tax Court Reports (TC) published by the U.S. Government Printing Office. Contains all regular Tax Court cases since 1942. Earlier cases appear in U.S. Board of Tax Appeals Reports (BTA).

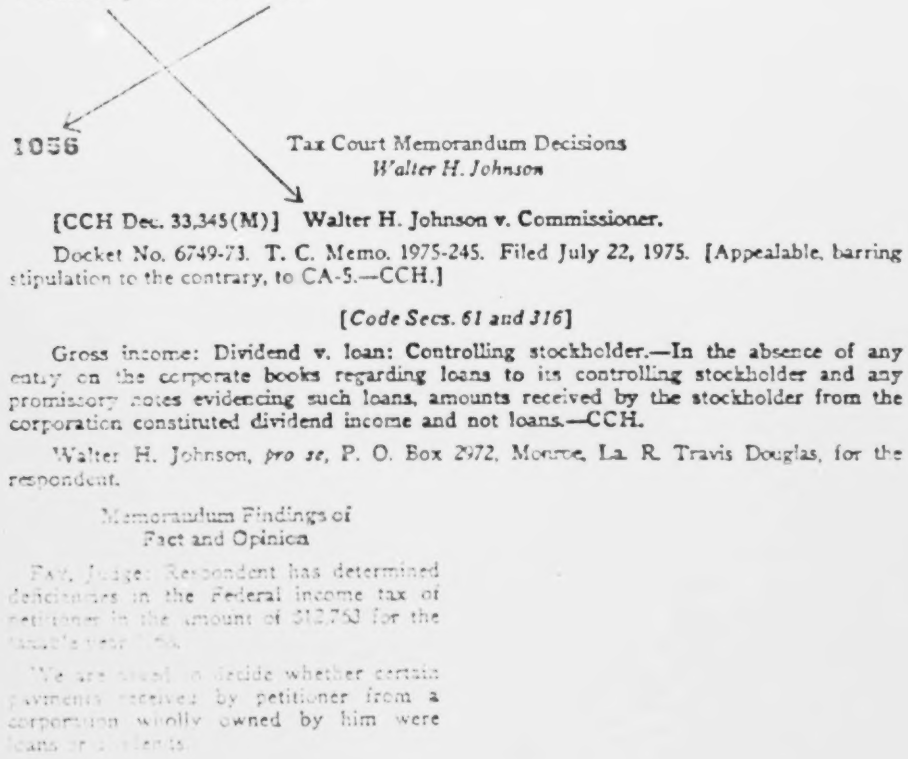
Ref
KF 6280
A 24
V. -

(4) Tax Court Memorandum Decisions (P-H), abbreviated P-H TCM, and Tax Court Memorandum Decisions (CCH), abbreviated TCM. These contain the memorandum decisions (supposedly having less precedent value than regular decisions) of the Tax Court.

A citation to a court case will have the following form: name , volume no., name of reporter, page or paragraph no. For example, Walter H. Johnson, 34 TCM 1056, appears on page 1056 of volume 34 of CCH's Tax Court Memorandum Decisions. When you have located this volume, page 1056 will be the first page of the case and will appear as in the example that follows:

Vol. 34
CCH Tax Court Memorandum

Walter H. Johnson, 34 TCM 1056



1056

Tax Court Memorandum Decisions
Walter H. Johnson

[CCH Dec. 33,345(M)] Walter H. Johnson v. Commissioner.

Docket No. 6749-73. T. C. Memo. 1975-245. Filed July 22, 1975. [Appealable, barring stipulation to the contrary, to CA-5.—CCH.]

[Code Secs. 61 and 316]

Gross income: Dividend v. loan: Controlling stockholder.—In the absence of any entry on the corporate books regarding loans to its controlling stockholder and any promissory notes evidencing such loans, amounts received by the stockholder from the corporation constituted dividend income and not loans.—CCH.

Walter H. Johnson, *pro se*, P. O. Box 2972, Monroe, La. R. Travis Douglas, for the respondent.

Memorandum Findings of
Fact and Opinion

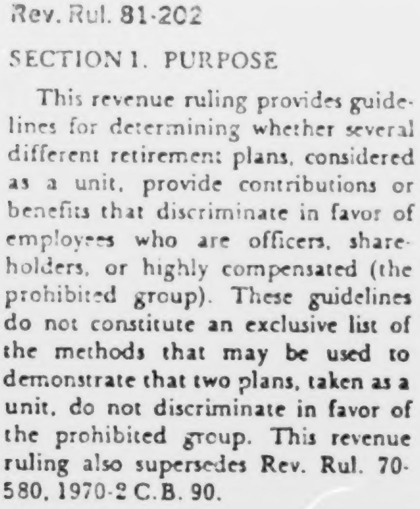
FAY, Judge: Respondent has determined deficiencies in the Federal income tax of petitioner in the amount of $12,763 for the taxable year [illegible].

We are asked to decide whether certain payments received by petitioner from a corporation wholly owned by him were loans or dividends.

Another example: Simons-Eastern Co. v. U.S., 31 AFTR 2d 73-640, appears on page 640 of the 31st volume of P-H's American Federal Tax Reports. The 2d means "second series" (i.e., published in more recent years than cases appearing in AFTR) and the "73" means "1973." This same case might also be cited as Simons-Eastern Co. v. U.S., 73-1 USTC 9279. This means you can also find the case in the first 1973 volume of CCH's United States Tax Cases at paragraph 9279. The case may also appear in other reporters which were not mentioned earlier. The abbreviations for some of these other reporters are F. Supp. (Federal Supplement), Fed. (Federal Reporter), F. 2d (Federal Reporter, 2nd series), S. Ct. (Supreme Court Reporter), U.S. (United States Supreme Court Reports), and L. Ed.(United States Reports, Lawyers' Edition). There are many others, but you should always be able to find tax cases in AFTR (and AFTR 2d), USTC, TC, P-H TCM, and TCM.

Ref
KF 6301
A 553
year-no.

The IRS rulings appear in hard-bound volumes of the Cumulative Bulletin published twice a year. The most recent rulings will be in paperback volumes. A typical citation would be Rev. Rul. 81-202, 1981-2 C.B. 93. This is the 202nd revenue ruling issued in 1981 and appears on page 93 of the 2nd volume published in 1981, as shown here:



Rev. Rul. 81-202

SECTION 1. PURPOSE

This revenue ruling provides guidelines for determining whether several different retirement plans, considered as a unit, provide contributions or benefits that discriminate in favor of employees who are officers, shareholders, or highly compensated (the prohibited group). These guidelines do not constitute an exclusive list of the methods that may be used to demonstrate that two plans, taken as a unit, do not discriminate in favor of the prohibited group. This revenue ruling also supersedes Rev. Rul. 70-580, 1970-2 C.B. 90.

WHERE ARE THE TAX SERVICES, COURT CASES AND RULINGS IN AURARIA LIBRARY?

All the materials that have just been discussed can be found in the same set of shelves in the library. That set is in the reference section on the first floor, labeled "3". Please ask at the reference desk if you need help in locating materials.

III. OTHER RESOURCES

In addition to the tax services discussed above, Auraria Library has other materials to help in the study of taxes. The following is a guide to finding those materials.

A. Online Public Access Catalog (PAC)

The catalog is an index to materials such as books and journal titles that Auraria Library owns and can be searched by names or words. The Library of Congress Subject Headings, located near the catalog terminals, gives terms that are used for an effective subject search. Use the following terms in a word search on the online PAC to get examples of the tax materials owned by Auraria Library:

Taxation
Tax accounting
Tax auditing
Tax planning

B. Periodical Indexes

In order to find articles discussing specific taxation topics or giving commentary on cases, use periodical indexes. If you need help in using the indexes or in locating articles in the Auraria Library, please ask for the library use guide called "Periodical Indexes" at the Reference Desk. Three indexes are particularly useful for taxation literature:

Index HF 5001 B 983	Business Periodicals Index. New York: H. W. Wilson Co. Library has 1958--. Subject index to articles in businesss and trade periodicals. It also has a separate section which indexes book reviews. Use such terms as taxation, tax shelters, tax planning.
Index KF 8 I 5	Index to Legal Periodicals. New York: H. W. Wilson Co. Library has 1952--, v. 10--. Subject and author index to legal articles of reference value. In addition there are tables of cases and statutes commented upon and a book review index. Use such terms as taxation, taxation--enforcement, and taxation--practice and procedure.
Index H 1 P 9	Public Affairs Information Service (PAIS). New York: Public Affairs Information Service. Library has 1950--, V. 36-- and the Cumulative Subject Index to the PAIS Annual Bulletin 1915-1974. Subject and author index to public affairs information that is useful to people in business and finance, legislators, administrative and public policy researchers. Use terms such as taxation, taxation--United States, tax evasion.

BEST COPY AVAILABLE

C. Periodicals

The indexes listed above will lead you to articles in a variety of journals or magazines. Check the Auraria Library Periodicals List near the Reference Desk to see which of these the library has. Three of the most important journals in the field of taxation are the following:

Period HJ 2360 T 4	Journal of Taxation. A national professional journal of current news and comment for tax practitioners. New York: Warren, Gorham and Lamont. Monthly. Library has the issues starting with Vol. 1, June 1954.
Period K 24 A 84	The Tax Adviser. A mgazine of planning, trends and techniques. New York: American Institute of Certified Public Accountants. Monthly. Library has all the issues beginning with Vol. 1, 1970.
Period HJ 2360 [illegible]	Taxes--The Tax magazine. Chicago: Commerce Clearing House. Monthly. Library has all the issues beginning with Vol. 1, 1923.

D. Reference Sources

Reference works are useful for finding out facts or items of information, and include things such as encyclopedias that provide overviews of topics, dictionaries that define terms, and handbooks that contain information in a compact form. The following materials provide reference information on taxation:

1. Dictionaries

Ref KF 156 B 53 1979	Black's Law Dictionary. 5th ed. St. Paul, Minnesota: West Publishing Co., 1979. Provides definitions of terms and phrases of American and English jurisprudence, ancient and modern. This dictionary is kept near the reference desk.
Ref KF 6287 W 47 1983	Westin, Richard A. Lexicon of Tax Terminology. New York: John Wiley & Sons, 1984. Defines both technical terms and slang, and it includes cross references. Citations are made to tax codes, rulings, regulations, articles, etc.

2. Handbook

Ref. KF 6289.3 P 92 F 3 year	[illegible] Tax Handbook. Englewood Cliffs, New Jersey: Prentice-Hall, Inc. Annual handbook designed to explain new tax laws and decisions which affect businesses and individual tax payers. Includes references to the Internal Revenue Code and Regulations.

3. Proceedings

HJ 2240 N 22	Proceedings of the ... annual Conference on Taxation. Columbus, Ohio: National Tax Association - Tax Institute of America. Library has 1913-1973.
Ref. HJ 2360 I 63 no.- year	New York University ... Institute on Federal Taxation. New York: Matthew Bender. Proceedings of annual institute. Library has v. 7-, 1949-, although some years are missing

E. Computer Assisted Research (CAR)

Computer access to numerous business information sources is available at Auraria Library. Sample business databases are ABI/Inform and Management Contents. ABI/Inform is a general business information database which gives citations to articles. Among the subject areas covered are taxation and law, accounting, government and financial management. Management Contents focuses on management related topics, including accounting, auditing, government and law. It too gives citations to articles. For more information regarding this service and its costs, ask at the reference desk.

Steven J. Rice
Associate Professor of Accounting, CU-Denver

Joan B. Fiscella
Reference Librarian, Auraria Library

August, 1984

TECHNICAL COMMUNICATION SOURCES AT AURARIA LIBRARY

I. OVERVIEW

A technical writer's job is often a varied one and therefore the technical writer needs a variety of skills. He or she may write, edit, design or produce any one of a number of types of documents: manuals, reports, proposals, or brochures. A technical writer may write in a number of formats or about a variety of subjects: e.g., a manual for a software program, pharmacology and contraindications for a new drug, or directions for assembling a bicycle or hooking up a VCR. It follows that someone in the field of technical communication needs to have not only writing, editing, and manuscript production skills, but also library skills, the ability to research and locate information on a number of topics. Not only must he/she be able to locate information on a specific technical topic, but also information which will help in the writing and preparation of the manuscript. The sources listed in this Library Use Guide pertain mostly to the study of Technical Communications itself, and to style and presentation of materials. The information contained under the headings "Using PAC" and "Information in Periodicals" will help locate information on the study of Technical Communication, while the other sections will give sources of information on manuscript preparation. Other Library Use Guides may give more direct help in locating information in a specific subject field.

II. LOCATING INFORMATION

A. USING PAC

*What you can find:

Use PAC (Public Access Catalog) to find information in books and documents, either at the Auraria Library or another library on the PAC system. By using PAC, you can find information both about the study of Technical Communication and about a particular subject you need to write on.

***Methods of searching:**

The PAC system asks the user either to type in words (a WORD search) or names (for a NAME search). WORDS can be either topics or titles of specific works. NAMES can be the names of authors of books, or the names of people about whom you want information.

*Controlled vocabulary - LC Subject Headings:

Before doing a WORD search on a particular topic, you should first ascertain which words and phrases are used in the system to describe the subject you are researching. For this, use the Library of Congress Subject Headings books, kept on tables near the PAC terminals. Some words and phrases used to describe topics in Technical Communication are the following:

Communication of Technical Information
Technical correspondence
Technical literature
Technical writing
Technology - documentation
Technology - information services
Technology - translating services

You may also enter a subject and add the work "Communication," e.g., Business communication, Psychology communication, Medicine communication.

B. INFORMATION IN PERIODICALS

*Periodical Indexes

While the PAC system gives you access to information in books and documents, it is still necessary to use printed indexes to find information in periodicals. Some indexes which index journals in the field of communication are listed and described below.

Index L 11 E 34	Education Index. New York: Wilson Co., 1929 - . This is an author and subject index to journals in education. It also includes journals in speech. It is especially useful in locating material on the teaching of writing.
Index P 87 C59733	Communication Abstracts. Sage Publications, 1978 - . This indexes by author and subject both periodicals and books in communication. Both U.S. and non-U.S. publications are included. Check such subject headings as technical communications, business communication, communication theory and language use.
Index PN 4725 J67	Journalism Abstracts. Association for Education in Journalism and Mass Communication, 1963 - . Journalism Abstracts indexes both master's theses and doctoral dissertations in the field of journalism. Its purpose is to make available student research in the field. Abstracts are arranged alphabetically by the author; there is a subject index. Complete copies of doctoral dissertations may usually be purchased through University Microfilms Inc.; master's theses may usually be borrowed through the Interlibrary Loan service from the institution which granted the degree.

To find information in periodicals on a subject you are researching and writing about, use an index appropriate to the field. For example, many technical subjects are indexed in Applied Science and Technology Index (Index TA145 A6); many journals which write about computers are indexed in Business Periodicals Index (Index HF5001 3983); while medical information may be found in Abridged Index Medicus (Index R129 I422) and Cumulative Index to Nursing and Allied Health Literature (Index RT41 C8). Consult a Library Use Guide in a subject area, or ask a librarian at the Reference Desk for help in identifying an index suitable to your subject.

*UnCover

A new data base is now available on PAC to assist in searching for information in periodicals. This is UnCover, number 10 on the list of data bases. Using UnCover, you may search by keyword for articles in periodicals on your subject. Keywords are tken from the titles of articles. UnCover will also tell you which libraries on the PAC system own the journal. Points to remember:

1. This is a new data base and therefore has very few records in it. Only material written in 1988 and 1989 is included, so if you are looking for historical material, UnCover will not help.

2. UnCover indexes only those journals owned by the libraries on the PAC system. Many other journals may contain information on your topic, which you will not find through UnCover.

3. UnCover does not indicate which years or issues of a journal are owned by a particular library, only that the library has some issues. You must contact the appropriate library to see if they have the issue you need.

As UnCover grows in size, its usefulness will also increase.

C. COMPUTER ASSISTED REAEARCH (CAR)

Computer Assisted Research is a service offered at the Auraria Library by which you may search a computer data base for references to your topic. About 350 data bases are available, including data bases which specialize in technical, medical, or business information. A bibliography of sources on a certain topic is produced through a CAR search. This is a fee based service, i.e., you must pay for the search. Costs vary widely; a discussion of costs should take place between you and the librarian assigned to the search before the online time begins. For more information on Computer Assisted Research, see the Library Use Guide "Computer-Assisted Research," available at the Reference Desk.

III. PREPARING THE MANUSCRIPT

A. STYLE MANUALS

Style manuals can help you both in the actual writing of your manuscript and in documenting your sources.

*Writing

PE 1408 S772 1979	Strunk, William and E.B. White. Elements of Style. 3d edition. New York: MacMillan, 1979. Only 85 pages long, but eminently concise and lucid. It discusses commonly confused words such as effect and affect, problems in punctuation such as use of the apostrophe, and such problems with sentence structure as hanging participles and non agreement between subject and verb.
RefRes Z253 C57 1982	Chicago Manual of Style. 13th edition. Chicago: Univ. Chicago Press, 1982. Practical information on style: capitalization, punctuation, forms of address. Also information on manuscript preparation, including printers' marks and marking galley proofs. Information on and examples of documentation are included, as well as specific information on printing methods and styles of binding.

Also look at the area on the second floor in the PE1100 - PE 1400 for books on composition.

*Documentation

Style manuals give examples of footnoting and bibliography. Different subject areas and different publications have different requirements for documentation, so make sure you use the format and method your client prefers. Some manuals to choose from:

RefRes BF76.7 P83 1983	Publication Manual of the American Psychological Association. 2d edition. Washington, D.C.: American Psychological Association, 1983.
RefRes LB2369 C3 1982	Campbell, Wiliam Giles. Form and Style: Theses, Reports, Term Papers. 6th edition. Boston: Houghton Mifflin, 1982.
RefRes LB2369 M165 1984	MLA Handbook for Writers of Research Papers. Gibaldi, Joseph and Walter S. Achtert. New York: Modern Language Association of America, 1984.

REF. Z253 U58 1984	Style Manual. United States Government Printing Office. Washington D.C.: GPO, 1984.

B. GRAPHICS, TYPESETTING, PREPARATION

REF Z244.3 L42 1988	Graphics Master 4. Lem, Dean Philip. Los Angeles: Dean Lem Associates, Inc., 1988. "A workbook of planning aids, reference guides and graphic tools for the design, estimating, preparation and production of printing, print advertising and desktop publishing." This contains information on printing processes and methods, binding and finishing, photography, graphics, and desktop publishing.
REF Z253 C267	Graphic Designer's Handbook. Campbell, Alastair. Philadelphia: Running Press, 1983. Chapter headings include "The Design Brief," "Commissioning," "Design Process," "Photography and Design," "Design equipment," "Typesetting," "Reproduction," and "Print Production." This handbook discusses the entire process of bringing a project to fruition, from contacting potential clients, through defining the project, to producing it. Practical information on photography (film and equipment), on art equipment, on methods of typesetting and printing, and on reproduction techniques is included.
REF. Z286 D47 K55	Illustrated Handbook of Desktop Publishing. Kleper, Michael L. Blue Ridge Summit, PA: Graphic Dimensions, 1987. This contains much information about word processing methods and programs, as well as descriptions fo specific software which handle typesetting and graphics.

IV. GETTING PUBLISHED OR PRODUCED

A. PROPOSALS AND GRANTS INFORMATION

REF. AS911 A2 A67	Annual Register of Grant Support. Chicago: Marquis Academic Media, Annual. This contains descriptions of programs sponsored by government agencies, public and private foundations, businesses, educational and professional groups, and special groups. It is indexed by subject, organization and program, geographic origin, and personnel.

REF. AS 911 A2 F65	Foundation directory. New York: Foundation Center. Annual. The Foundation Directory contains information on 2.300 foundations which make grant awards. Information about each foundation includes its assets, names of its trustees, telephone numbers, grants awarded, statement of purpose, and grant application procedures. Arranged geographically with subject and personal name indexes.

For more information on sources of grants, see the Library Use Guide "Grants Information," available at the Reference Desk.

B. DIRECTORIES OF PUBLICATIONS.

REF. PN161 L5	Literary Market Place. Annual. New York: Bowker. This provides extensive lists of publishers (including Canadian publishers), book clubs, book distributors, U.S. agents for foreign publishers, literary and illustration agents, professional associations, conferences and conventions, literary prizes, book review sources, and editorial and graphics services.
RefRes PN161 W83	Writer's Market. Annual. Cincinnati: Writer's Digest, 1989. This lists and describes about 4,000 periodicals which buy manuscripts. Listings are divided by subject area. Information includes person to contact, size of readership, description of readership and types of manuscripts accepted, word length requirement, payment schedule, format requirements, necessity of query letter, and reporting time.

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THEATRE RESOURCES

There are three basic ways to identify theatre materials in the Auraria Library: 1) the Public Access Catalog (PAC), 2) indexes to periodicals, and 3) the Media Distribution area. All book materials are cataloged and may be located by searching the Public Access Catalog on the first floor of the Library. In addition, films, filmstrips, and other nonprint materials are located in the Media Distribution department in the southeast corner of the first floor.

Use the following checklist for access to types of materials on theatre:

TYPE	ACCESS	LOCATION OF MATERIALS
Periodical Articles	MLA BIBLIOGRAPHY 1921- Index P1 M642 (also see other indexes below)	Current year issues are kept behind the Periodicals Counter. Older issues are either on microform or bound and on shelves nearby.
Books	Public Access Catalog (PAC)	Books are in the main stacks located on the second floor.
Reference Sources	Public Access Catalog (PAC)	Reference collection located on first floor (blue numbered stacks)
Films, filmstrips, videotapes,	Public Access Catalog (PAC)	Media Distribution department. Ask at the counter for assistance.

For assistance with theatre material, please ask at the Reference Desk on the main floor of the Library, or contact Robert Wick, Room 104 (556-3451).

PERIODICAL INDEXES AND ABSTRACTS

To locate periodical articles in magazines and journals, use the periodical indexes located on the tables near the Reference Desk.

Described below are some of the more useful indexes on the subject of theatre. After you have located articles on your topic, use the Periodicals List located on the stands near the Reference Desk or at the Periodicals/Microfiche counter to see which periodicals are in the Auraria Library.

INDEX Z5505 U5 A53	Comprehensive Dissertation Index. Ann Arbor, MI: University Microfilms, 1861-present. Dissertations are scholarly sources of information, usually with lengthy bibliographies. Use the "Communications and the Arts" volume, turn to the "Speech and Theatre" chapter, and if you see a dissertation you want, complete an interlibrary loan form for it at the Reference Desk.

BEST COPY AVAILABLE

REF Z5781 K43 1979

Keller, Dean H. Index to Plays in Periodicals. Metuchen, NJ: Scarecrow Press, Inc., 1979.
This work indexes plays that have appeared in periodicals through 1976. Over 260 periodicals are indexed. The work is arranged in two parts: 1) the author index, and 2) the title index. Only location of play is provided.

INDEX P1 M642

MLA International Bibliography... New York: MLA, 1921-present.
A major source for finding references to articles, and a few books, on theatre and drama. Covers all languages and countries with a highly developed theatre and literature.

INDEX A 121 N44

New York Times Index. New York: The New York Times Co., 1851 present.
Except for the most recent three months, issues are on microfilm. A valuable source for finding information on the New York theatre scene.

REF Z5781 P53

Play Index. New York: Wilson, 1949-present.
A major source for locating plays in collections, each volume is in four parts: 1) main list, arranged by author, title, and subjects, 2) a list of the collections indexed, 3) cast analysis, 4) directory of publishers. Also see additional works in reference section beginning with REF Z5781 including Modern Drama: A Checklist of Critical Literature of 20th Century Plays, and Dramatic Criticism Index.

PLAYS IN COLLECTIONS

These sources are ones in which you may find where plays have been published in larger collections.

REF Z5781 08 1971

Connor, John M., and Billie M. Connor. Ottemiller's Index to Plays in Collections. 5th ed. Metuchen, NJ: Scarecrow Press, 1971.
This work indexes 8,912 copies of 3,049 different plays by 1,644 authors. It analyzes a total of 1,047 collections. Books must have been published in England or the U.S. from 1900 through 1970.

REF Z5781 I52

Ireland, Norma O. Index to Full-Length Plays 1944-1964. Boston: F.W. Faxon, 1965.
A selective coverage to full-length plays published in English. Indexes plays found in about 952 books and covers 979 authors, 1,062 subjects, and 1,187 titles. No cross references included. Uses a subject arrangement.

REF
Z5781
L83

Logasa, Hannah. An Index to One-Act Plays. Boston: F.W. Faxon, 1924.
This work is older now but is still valuable for finding older plays in collections. Includes over 5,000 titles of one-act plays written in English or translated into English from another language published between 1900 and 1923.

ENCYCLOPEDIAS, ANNUALS, HANDBOOKS AND DIRECTORIES

These sources will provide you with general information concerning theatre and specific dramatic works.

REF
PN2266
B68

Bonner, Edwin. The Encyclopedia of the American Theatre... 1900-1975. New York: A.S. Barns & Co., 1980.
This book contains information about plays produced on and off Broadway from 1900 to 1975. All plays had to have been written or adapted by American or Anglo-American authors. Entries are brief but informative. A good single-volume source.

REF
PN2035
B6

Bowman, Walter P. Theatre Language. New York: Theatre Arts Books, 1961.
A large list of theatre terms with very short definitions. Emphasis is on American theatre, but some terms are included which relate to British theatre. Includes technical terms.

REF
PN2035
G71

Granville, Wilfred. The Theatre Dictionary: British and American. Westport, CT: Greenwood Press, 1970.
A very highly thought of dictionary of theatre terms. Includes good definitions (some lengthy) of most common theatre terms. The work is an excellent source for the student.

REF
PN2289
L55

The Lively Arts Information Dictionary. 2nd ed. Detroit: Gale Research Co., 1985.
This work is a guide to the fields of music, dance, theatre, film, radio and television. Information is obtained from professional and trade organizations, arts organizations, arts agencies, government grant sources, foundations, educational programs, journals and periodicals, consultants, special libraries, research and information centers, festivals, awards, and book publishers. A useful volume.

REF
PS338
P5 L6

Lovell, John. Digest of Great American Plays. New York: Crowell, 1961.
As a useful work of play synopses, this book provides annotations for plays published between 1766 and 1959. Most plays represented are from major playwrights.

REF PN1625 M3 1984	*McGraw-Hill Encyclopedia of World Drama.* 5 vols. New York: McGraw-Hill Book Co., 1984. This is the major encyclopedia in the area of theatre. It covers all countries and languages and approaches the subject in an inclusive manner.
REF PN1861 M4	Melchinger, Siegfried. *The Concise Encyclopedia of Modern Drama.* New York: Horizon Press, 1964. This work is more of an introduction to modern drama than it is an encyclopedia. It is divided into themes and then lists sections alphabetically within these sections. Generally a good introduction.
REF PN2035 H3	*The Oxford Companion to the Theatre...* New York: Oxford University Press, 1983. Much like the others in the Oxford Companion series, this is an alphabetically arranged companion book for the theatre. Emphasis is on English and American theatre. With the 1983 edition, materials on opera, dance and ballet have been dropped. Covers plays, authors, dramatic characters, illusion, etc.
REF Z5781 D8 1978	Salem, James M. *Drury's Guide to Best Plays.* 3rd ed. London: The Scarecrow Press, Inc., 1978. An excellent one-volume guide to popular plays. Includes sections on costs, subjects, prize-winning plays, long-running plays, high school plays, amateur group plays, addresses of play publishers, etc.
REF Z5782 S342 1973	----------. *A Guide to Critical Reviews...* 3 parts. 2nd ed. Metuchen, NJ: Scarecrow Press, Inc., 1973. This work provides sources for reviews on plays. It is divided into American drama, the musical, British and continental drama, screenplays, and foreign drama. Up to 10 review locations are listed for each play. No critical reviews from academic journals are listed.
REF PN2035 T3 1966b	Taylor, John Russell. *The Penguin Dictionary of the Theatre.* London: Metuchen & Co., 1967. While this dictionary covers much of the same ground as the one by Granville, it is important because it tends to do more with biographical information and less with technical terms. Entries are generally short and concise.
REF PN2270 A35 W64 1983	Woll, Allen L. *Dictionary of the Black Theatre...* Westport, CT: Greenwood Press, 1983. An extremely well-researched list of terms related to black theatre in the United States. Includes detailed definitions of terms along with informative introductory material [illegible] history of the black theatre. Also contains biographical information.

PLAY CRITICISM AND REVIEWS

These sources will provide lists of reviews and critical articles for specific plays.

REF
PN1620
A1 B15
1983

Bailey, Claudia J. *A Guide to Reference and Bibliography for Theatre Research*. 2nd ed. Columbia: Ohio State University Libraries, 1983.

This guide will provide the student and researcher in the theatre arts with a basic list of both general and specialized sources. There are 645 entries listed in this edition. Entries are annotated.

REF
Z5781
A35

Adelman, Irving, and Rita Dworkin. *Modern Dramas: A Checklist of Critical Literature on 20th Century Plays*. Metuchen, NJ: Scarecrow Press, 1967.

This is a selective survey of critical literature of twentieth-century drama. Additional material may be found in the *Reader's Guide to Periodical Literature*, *Social Sciences and Humanities Index*, *New York Times Index*, *PMLA Bibliography*, and the *New York Theatre Critics' Reviews*.

REF
Z5781
B8

Dramatic Criticism Index. Detroit: Gale Research Co., 1972.

Over 600 books and 200 periodicals have been examined for this selective index to commentaries on modern playwrights and their plays. The work includes about 12,000 entries in English on over 300 American and foreign playwrights. Most plays considered are from the 20th century.

BIOGRAPHICAL MATERIALS

The following sources provide biographical information on playwrights, actors, musicians, dancers, managers and stage personnel.

REF
PN2012
W5

Herbert, Ian, ed. *Who's Who in the Theatre: A Biographical Record of the Contemporary Stage*. 2 vols. 17th ed. Detroit: Gale Research Co., 1981.

First done in 1912, this biographical source is considered a standard. The work is divided into two sections: 1) Biographies and 2) Playbills. Biographies are brief (around 300 words) but informative. Devoted mainly to New York and London.

REF
PN2597
H5
Vols.
1-8

Highfill, Philip H. *Actresses, Musicians, Dancers, Managers and Other Stage Personnel in London, 1660-1800*. Carbondale, IL: Southern Illinois University Press, 1973.

An impressive compilation of records available in British libraries, this work covers London stage life from the Restoration to 1800. Over 8,500 individuals are included.

REF PN1590 B53 M3	Mapp, Edward. Directory of Blacks in the Performing Arts. Metuchen, NJ: Scarecrow Press, Inc., 1978. This work lists many relatively unknown black artists often not included in other sources.
REF PN1583 M37 1982	McNeil, Barbara, ed. Performing Arts Biography Master Index. 2nd ed. Detroit: Gale Research Co., 1979. This index now provides more than 270,000 citations to over 100 biographical reference sources in the performing arts. Citations include person's name, followed by birth and death dates, codes for books indexed, etc.
REF PN2285 R5	Rigdon, Walter, ed. The Biographical Encyclopedia and Who's Who of the American Theatre. New York: James H. Heineman, Ind., 1966. This is a relatively large listing of names related to the theatre. In addition it contains an alphabetical listing of New York productions and theatre playbills. Lists over 3,350 items.
REF PN1579 S45 Pt. 1-4	Sharp, Harold S. Index to Characters in the Performing Arts. 4 pts. Metuchen, NJ: Scarecrow Press, 1973. This work indexes characters in plays, operas, musicals, ballets, and radio and television. Characters and illusions to characters may be accessed in a variety of ways in the books.
REF PN2597 W52 V. 1-15	Who Was Who in the Theatre: 1912-1976. Detroit: Gale Research Co., 1978. This work was done by compiling 15 volumes of the older Who's Who in the Theatre. The work contains 4,100 entries and covers people who lived between the years 1912 to 1976. Entries include name, dates, education, experience and a list of theatre works the individual was involved with.

NONPRINT MATERIALS

The Auraria Library's Media Distribution Department, located in the southeast corner of the first floor, offers extensive resources in the area of theatre including recordings, films, slides, and cassettes. Consult the PAC terminals under specific subjects, authors, or titles.

COMPUTER-ASSISTED RESEARCH (CAR)

Many of the printed periodical indexes, such as MLA International Bibliography and Dissertation Abstracts are also available as computerized databases and may be searched by a librarian through the library's terminals. Such a computer assisted search on a subject or name [illegible] often more precise than manual searching of a printed index. [illegible] involves a fee which varies with the complexity of the search but can often be under $20.00. The result of a CAR search is a computer printout of bibliographic references. More information is available in the Library [illegible] Guide, "Computer-Assisted Research," available at the Reference Desk.

TRANSPORTATION: AIR

Air transportation is the physical movement of persons and goods from one location to another by air. This Library Use Guide is designed to provide an overview of air transportation. It includes resources on related topics, such as airport management and federal regulation of aviation.

There are other Library Use Guides on transportation. Sources which are general in nature appear in our Library Use Guide entitled "Transportation: General" and are not repeated in this Guide. Sources which relate to automobiles, motor freight carriers, railroads and other forms of surface transportation appear in our Library Use Guide entitled "Transportation: Surface" and are also not repeated in this Guide.

1. PUBLIC ACCESS CATALOG (PAC)

Auraria Library no longer depends on its traditional card catalog. In its place is a computerized version, the Online Public Access Catalog. For an orientation to Online PAC, consult the Library Use Guide entitled "PAC Facts: Using the Online Public Access Catalog." Online PAC is used primarily to identify books: in the Auraria Library collection, major research libraries in Colorado, and additional selected libraries. The menu screen displays the library catalogs which are available. In the Winter of 1989, a database -- called Uncover -- which describes journals and their contents was added to the menu. Ask at the Reference Desk for further access to periodicals.

Normally a book will not provide the most up-to-minute information on a subject, but it can be very useful when you want considerable background information on your topic. If you are looking for books which the library owns on an aviation related topic, try a WORD search using such terms as COMMERCIAL AERONAUTICS, AIR LINES, AIRPLANES, AIRPORTS. For other terms to use in a WORD search, consult the Library of Congress Subject Headings (red books). They are kept on tables near the Reference desk.

2. REFERENCE SOURCES

Sometimes one of the best ways to begin your research is to read background material to get a broad overall view of what your topic is about or to get brief facts on your topic. One way to do that is by going to the Reference area of the Library. Reference sources are often books but they differ from the usual book in that they contain brief information on many aspects of your subject.

They may also contain statistical data. Dictionaries and encyclopedias are two examples of reference books with which you are probably already familiar. Following are some representative sources in the area of air transportation.

A. GENERAL REFERENCE AND STATISTICAL SOURCES

REF. TL 509 G86 1988	Gunston, Bill, comp. Jane's Aerospace Dictionary. 3rd ed. Coulsdon, Surrey; Alexandria, VA: Jane's, 1988. "The most...comprehensive distillation of the ever-expanding language that is Aerospace English....Among the dictionary's 28,000 entries are terms drawn from the many disciplines that contribute to aerospace, including data processing, materials science, electronics, meteorology and medicine."--Book jacket.
REF. TL 509 J295	Taylor, Michael J.H., comp. and ed. Jane's Encyclopedia of Aviation. Danbury, CT: Grolier Educational Corp., 1980. This five volume encyclopedia contains basic, accurate data on aircraft. The alphabetically arranged articles cover aircraft from all over the world. They provide detailed technical descriptions as well as important dates associated with the craft. Contains photos (some colored) of most of the aircraft.
DOC. TD1.109/ 13: (Brief Reports) DOC. TD1.112: (Full Reports)	Aircraft Accident Reports. Washington, D.C.: National Transportation Safety Board. 1971, 1975-. Irregularly published, these reports present the facts, conditions, circumstances and probable cause(s) for a random selection of general aviation accidents occurring in U.S. civil aviation operations. Reports for earlier accidents appear in paper format and are shelved in the library's document collection. Reports for more recent accidents are available only on micro fiche. Many of the earlier accident reports are listed in the Auraria catalog database, but the newer accident reports appear only in the Government Publications database.
	NTIS Reports are an alternate source for reports of aircraft accidents. Consult Government Reports Announcements & Index (Index T45 G782) for citations to individual accidents. Norlin Library, University of Colorado at Boulder, is a depository library for NTIS reports. These reports are available for personal inspection as well as through Interlibrary Loan.

REF. TL 521 A26	U.S. Federal Aviation Administration. Advisory Circular. Washington, D.C.: Federal Aviation Administration. Irregularly published guidance and information circular issued by the Federal Aviation Administration in support of its basic mission.
REF. HE 9803 A1 036a	FAA Aviation Forecasts. Annual. Washington D.C.: Federal Aviation Administration. "Aviation activity under the control of FAA towered airports and Air Route Traffic Control Centers, and the services provided by the Flight Service Stations are forecast for several user groups--Commercial air carriers, commuters/air taxis, general aviation, and the military."--Preface. Look for the latest edition on the Reference shelves. Look for all earlier editions in the Documents Collection under call number: DOC. TD4.57/2:
REF. TL 726.2 A26	FAA Air Traffic Activity. Annual. Washington,D.C.: Federal Aviation Administration. "Furnishes terminal and enroute air traffic activity information of the National Airspace System. The data has been reported by the FAA-operated Airport Traffic Control Towers (ATCTs), Air Route Traffic Control Centers (ARTCCs), Flight Service Stations (FSSs), and Approach Control Facilitators."--Forward. Look for the latest edition on the Reference shelves. Look for all earlier editions in the Documents Collection under call number DOC. TD4.19:.

B. DIRECTORIES

REF. TL 501 J3	Jane's All the World's Aircraft. Annual. London: Jane's 1968/69-. An informative survey of aircraft manufacturers, with detailed data, listed alphabetically under country of manufacture. The lists include prototypes as well as aircraft in production. Separate listings cover such esoteric airships as homebuilt aircraft, sailplanes, hang gliders, balloons, satellites and space craft. A detailed index makes the directory easy to use and exceptionally useful. Black and white photos. Look for the latest edition on the Reference shelves. Look for all earlier editions in the circulating collection on the second floor.

REF. TL 725.3 E6 J36	Jane's Airport Equipment. Annual. London: Jane's, 1983-. A basic reference for airport authorities, this directory of airport ground equipment includes everything from airfield lighting equipment to cargo handling equipment. Each category of equipment is broken down by country of production, under which the equipment is arranged in alphabetical order. Black and white photos. Look for the latest edition on the Reference shelves. Look for all earlier editions in the circulating collection on the second floor.
REF. TL 512 A63	World Aviation Directory. Semi-annual. New York: Ziff-Davis. An international aviation directory divided into numerous sections. Wherever possible the sections are further divided into three sub-sections: United States, Canada, and International. The broad sections are Air Transportation; Manufacturers; World Helicopter Directory; Aviation Services; Airports and Airport Services; Reference; Government/Military; Buyers' Guide; Personnel Index; Advertisers' Index. Look for the latest editions on the Reference shelves. Look for all earlier editions in the circulating collection on the second floor.
REF. UG 1420 J36	Jane's Avionics. Annual. London: Jane's. A directory of the rapidly changing and expanding technology categorized under avionics. The directory is broken down into two main sections: Sensors and Data Processing, Management and Displays. Manufacturers appear in appropriate categories under country of manufacture. The library acquires the annual editions of this directory on an irregular basis. Look for all earlier editions in the circulating collection on the second floor
REF. HE 9769 A3 E5	Endres, Gunter. World Airline Fleets. Hounslow, Eng., Airline Publications & Sales. World-wide directory of airline fleets. The listing for each fleet includes: Individual aircraft registration, Type of aircraft, and Construction/serial number. The directory also gives a brief history of each airline as well as a description of its operations.

C. BIBLIOGRAPHIES

A bibliography is a selective list of the books (and sometimes periodical articles) on a particular subject, and thus serves as a rich resource of research material. The outstanding feature of a bibliography is that someone else has gathered and published a list of sources on your topic. In using a bibliography, check its date of publication, since it will not include any material which appears after its date of publishing. Following are some representative bibliographies in the Auraria Library on air related topics:

REF. HE 9776 Z9 S54 1986	Smith, Myron J. The Airline Bibliography. West Cornwall, CT: Locust Hill Press, 1986-88. An exhaustive bibliography in 2 volumes for the student of airline studies. Vol. 1 is devoted to the United States. Vol. 2 covers fixed-and rotary-wing aircraft, and all issues related to foreign air carriers. Of particular note are the sections in Vol. 1 entitled: "Airline Deregulation and its Effects, 1978-1985 (p. 55-59); "Aerial Safety and Security" (p. 61-81); and "Airline Economics and Air Travel" (p. 91-114).
REF. KF 1600 A1 G64 1987	Goehlert, Robert, and Nels Gunderson. Government Regulation of Business: an Information Sourcebook. Phoenix, AZ: Oryx Press, 1987. The "aim in compiling this volume was to prepare a comprehensive bibliography on the government regulation of business, political deliberation, economic impact and the functions, organization and procedures of the major federal regulatory agencies. The bibliography includes books, articles, dissertations, essays, research reports and selected documents."--Introd. For journal articles which discuss the air transportation industry, consult the subject index and examine all entries which begin with the heading "Air". Also, look under the following subjects: "Civil Aeronautics Board," and "Deregulation: Airline."
JF 1351 A1 P8 no. 2084	Miller, E. Willard, and Ruby M. Miller. Air Transportation--Aircraft and Equipment, Services, Safety Measures, Air Freight: a Bibliography. Monticello, IL: Vance Bibliographies, 1987. "This bibliography of 549 references presents information on aircraft and equipment, passenger, food and forecasting services, safety and security measures, and accidents. A major section is devoted to package and air freight services including the carriers that have developed."--Pref.

D. REGULATIONS AND OFFICIAL PUBLICATIONS

REF.
KF
70
A3

Code of Federal Regulations. (CFR). Washington, D.C.: Office of the Federal Register, National Archives and Records Service.
Regulations are not laws but they carry the force of law. Many aspects of air transportation in this country are carefully regulated by the Federal Government, but commercial carriers were deregulated in the 1980's. The CFR contains all U.S. Government regulations currently in force. One example is Title 14 which concerns "Aeronautics and Space." Title 14, I is concerned with the Civil Aviation Administration. Title 14, II is concerned with the Civil Aeronautics Board.

DOC.
CAB
1.21:
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Micro
Fiche
CAB
1.21:

U.S. Civil Aeronautics Board. Civil Aeronautics Board Reports. (CAB). Washington, D.C.: Civil Aeronautics Board, Dec. 1969/April 1970-.
The CAB Reports are selected economic orders. The Library receives some in paper copy, some in microfiche. The following volumes are in paper copy: v. 52-53, 56-64, 72-75; Aug. 1969-Apr. 1970, Jan. 1971-May 1974, Dec. 1976-Jan. 1978. The following volumes are in microfiche: v.65-71, v.76-, June 1974-Nov. 1976, February 1978-.

REF.
KF
2400
A33

U.S. Federal Aviation Administration. Federal Aviation Regulations. Washington, D.C.: Federal Aviation Administration.
Continuously updated rules and regulations issued by the FAA.

3. PERIODICAL INDEXES AND ABSTRACTS

Periodicals and newspapers contain the most current information on all subjects. Periodical indexes and abstracts are essential if you need timely material. These indexes and abstracts provide a subject approach (and sometimes an author and title approach too) to periodicals and newspapers.

In addition to the indexes listed in the "Transportation: General" Library Use Guide, the following indexes cover specifically air transportation.

INDEX HD 9711.5 A37	*Aviation Tradescan: the Aviation Information Management System*. Euless, TX: Aerospace Research Group, 1988-. Monthly periodical index, cumulated into annual volumes, of 30 aviation/aerospace journals. *Tradescan* also reviews and indexes the contents of 15 other journals/periodicals providing they are of special interest to the aviation/aerospace industry. Lastly, *Tradescan* includes coverage of FAA Advisory Circulars, and National Transportation Safety Board Accident Reports.
INDEX TL 500 S35	*Scientific and Technical Aerospace Reports*. (STAR). Washington, D.C.: National Aeronautics and Space Administration. 1978-. Produced by NASA, STAR indexes a variety of materials dealing with aeronautics, space, and supporting disciplines. NASA publications are deposited with Norlin Library, University of Colorado at Boulder, and selectively with the Denver Public Library.
INDEX T 45 G7822	*Government Reports Announcements & Index*. [Springfield, VA.]: U.S. Dept. of Commerce, National Technical Information Service. 1974-. Compiled and published by the National Technical Information Service (NTIS), an agency of the U.S. Dept. of Commerce, this index and abstracting service is "the central source for the public sale of U.S. Government-sponsored research, development, and engineering reports." The government commissions countless research studies in the aerospace field and all of them may be accessed through this index and abstract. The Auraria Library has only a few of these reports on microfiche or in paper, but the Government Publications Division, Norlin Library, University of Colorado at Boulder is a depository for their reports in our geographical area. They are on microfiche which may be read there or copied into paper form or another microfiche for a modest fee. A title may also be requested through Interlibrary Loan at Auraria Library. A fee of $2.50 is charged for the microfiche copy which becomes the property of the borrower.

4. DOCUMENTS

A. FEDERAL

United States government documents are another fruitful source for information on air related topics. Here you will find publications issued by the Federal Aviation Administration, the Department of Transportation, and other Federal agencies. The Auraria Library has been receiving Federal government publications regularly since 1978. Thousands of government documents in our collection can be found when you select the library catalog for Auraria Library on PAC. You will find many other documents in the PAC library catalog called "Government Publications." Some of these documents are in the Auraria Library collection, too; all of them are available in the Government Publications divisions at the Denver Public Library or Norlin Library, University of Colorado at Boulder.

B. LOCAL AND REGIONAL

Documents published by the Denver Regional Council of Governments are examples of both state and regional documents. DRCOG is a regional planning agency representing six counties and thirty-seven municipalities in the greater Denver metropolitan area. Its staff researches many facets of municipal government, including transportation. You will find many of the publications resulting from this research in the Auraria Library. Do a NAME search in the Online PAC using the name DENVER REGIONAL COUNCIL OF GOVERNMENTS, or do a WORD search in the Online PAC using words like STAPLETON INTERNATIONAL AIRPORT or COLORADO AIRPORTS.

C. OTHER DOCUMENTS

In addition to acquiring Denver documents, Colorado documents, and other local and regional documents, the Library acquires documents dealing with transportation from other sources, e.g., government transportation agencies in other states; transportation departments in colleges and universities; and state, regional, and local transportation planning bodies from all over the country. Do a NAME search in Online PAC if you are looking for a report from a particular agency or department such as NORTHWESTERN UNIVERSITY TRANSPORTATION CENTER. Or do a WORD search in Online PAC using words like AIRPORTS or AIR LINES PLANNING.

5. COMPUTER-ASSISTED RESEARCH (CAR)

In addition to the printed indexes available at Auraria Library, there are a number of databases available that can be searched by computer for a fee. Rates are in the "Computer-Assisted Research" Library Use Guide. For information on a very broad based database, TRIS (Transportation Research Information Service), see the Computer Assisted Research section of the Library Use Guide entitled "Transportation: General" or ask a librarian at the Reference desk.

The online equivalents of printed indexes such as Engineering Index, Government Reports Announcements and Index, and Monthly Catalog of Government Publications can also be searched by computer. For more information on Computer-Assisted Research see the Library Use Guide entitled" Computer-Assisted Research."

dc 6/90

TRANSPORTATION: GENERAL

Transportation is the physical movement of persons and goods from one location to another. The movement may take place on land, sea, or air. Before you begin your research on transportation, read this Library Use Guide. It presents some general library sources on the field. If you need specialized library resources on topics such as automobiles, motor freight carriers, railroads, or other forms of surface transportation, consult our Library Use Guide entitled "Transportation: Surface." Or, if you need specialized library resources on topics such as international air carriers or air cargo handling equipment, consult our Library Use Guide entitled "Transportation: Air."

1. COLORADO ALLIANCE OF RESEARCH (CARL)

Auraria Library no longer depends on its traditional card catalog. In its place is a computerized version, the CARL (Colorado Alliance of Research Libraries) system. CARL is used to identify books in the Auraria Library collection but it may also be used to locate periodical articles. For an orientation to CARL, consult the Library Use Guide about the CARL system. For an orientation to finding periodical articles in CARL, consult the Library Use Guide entitled "Uncover: Access to Articles Through CARL."

2. REFERENCE RESOURCES

Reference sources are often books or documents, but they differ from the typical book or document in that they contain brief information on many aspects of a subject. They may also contain statistical data. Dictionaries and encyclopedias are two examples of reference books with which you are probably most familiar. Following are some representative general reference sources on the topic of transportation. Other reference sources that focus on air or surface transportation are described in the Library Use Guides mentioned in the introduction to this guide.

AURARIA LIBRARY USE GUIDE

[illegible]

BEST COPY AVAILABLE

B. DIRECTORIES

REF HG 4971 M74	*Moody's Transportation Manual*. Annual. New York: Moody's Investors Service. "*Moody's Transportation Manual* covers the transportation industry with statistical data....of interest to the investor....The manual includes railroads as well as other fields of transportation such as airlines, steamship companies, bus and truck lines, oil pipe lines, bridge companies and automobile and truck leasing and rental companies....Maps of many of the larger railroad systems are included, as well as route maps of several larger air line companies." --Introd.
REF HG 4931 M58	*Moody's Municipal and Government Manual*. Annual. New York: Moody's Investors Service. *Moody's Municipal and Government Manual* covers municipal and governmental entities such as airport authorities and transportation districts with statistical data of interest to the bondholder. The Regional Transportation District of the Denver metropolitan area is an example of a transportation district.

C. BIBLIOGRAPHIES

A bibliography is a selective list of the books (and sometimes periodical articles) on a particular subject, and thus serves as a rich resource of research material. In using a bibliography, check its date of publication since it will not include any title which appears after its date of issuance. Following are some representative bibliographies in the Auraria Library on transportation related topics. To find other bibliographies through the CARL system, type in a **WORD** search using the transportation term which describes your topic followed by the word **BIBLIOGRAPHY**.

DOC TD 10.2:IN3	Ad Hoc Committee of Transportation Librarians. *Sources of Information in Transportation*. 2nd edition. Springfield, VA: NTIS, 1981. This bibliography provides basic references on all modes of transportation, covering socioeconomic and technical aspects with emphasis on U.S. sources. The first section is multi-modal, followed by sections covering individual modes of transportation.
JF 1351 A1 P8 no.368	Carter, Elizabeth R. *Transportation Accidents: A Guide to Published Statistical Sources*. Monticello, IL: Vance Bibliographies, 1979. A useful source "for those needing more detailed statistical data on transportation accidents than those provided in the summary tables of the National Safety Council's annual *Accident Facts* or the World Health Organization's *World Health Statistics Annual*."--Foreword.

D. REGULATIONS AND OFFICIAL PUBLICATIONS

REF
KF
70
A3

Code of Federal Regulations. Washington, D.C.: Office of the Federal Register, National Archives and Records Service.
"*The Code of Federal Regulations* is a codification of the general and permanent rules published in the *Federal Register* by the Executive departments and agencies of the Federal Government. The Code is divided into 50 titles which represent broad areas subject to Federal regulation." --Foreword.
One of the titles, Title 14, is concerned with "Aeronautics and Space." Title 14, II is specifically concerned with the Civil Aeronautics Board. And Title 49 is concerned with "Transportation." Title 49, Part 601 is specifically concerned with the Urban Mass Transportation Administration. Other titles cover different aspects of transportation subject to regulations. Be sure to use the Index volume.

DOC
IC1.6:1-

United States. Interstate Commerce Commission. *Interstate Commerce Commission Reports: Reports and Decisions of the Interstate Commerce Commission.*
"The Interstate Comerce Commission regulates interstate surface transportation, including trains, trucks, buses, water carriers, freight forwarders, transportation brokers, and a coal slurry pipeline. The regulatory laws ... generally involve certification of carriers seeking to provide transportation for the public, and their rates, adequacy of service, purchases, and mergers." --U.S. Government Organization Manual.

DOC
TD 1.22:

U.S. National Transportation Safety Board. *National Transportation Safety Board Decisions*. Washington, D.C.: National Transportation Safety Board.
Enforcement decisions in aviation and marine cases.

3. PERIODICAL INDEXES AND ABSTRACTS

Periodical indexes and abstracts provide a subject approach (and sometimes an author and title approach, in addition) to periodicals and newspapers. Periodicals and newspapers contain the most current information on all subjects, so these indexes are essential if you need timely material. Following are some of the indexes which cover the general area of transportation:

INDEX
HA
205
A46

American Statistics Index. Washington, D.C.: Congressional Information Service, 1973- .
For a discussion of *American Statistics Index*, see page 2 under General and Statistical Sources.

INDEX TA 145 A6	*Applied Science and Technology Index.* New York: H.W. Wilson, 1928-1931, 1945- . Indexes the major journals in all areas of science including the following fields: aeronautics and space science, transportation, and all aspects of engineering.
INDEX HF 5001 B983	*Business Periodicals Index.* New York: H.W. Wilson, 1958- . A cumulative subject index to periodicals covering all areas of business, including business related aspects of transportation.
INDEX K 49 C62	*CIS Annual.* Washington, D.C.: Congressional Information Service, 1970- . Indexes and abstracts U.S. Congressional documents, including committee hearings and reports, as well as legislative histories of bills. Two examples of documents which you might retrieve through CIS are: 1) The text and legislative history of the Surface Transportation Assistance Act of 1978, and 2) The chapter in part I of the document *China Under the Four Modernizations* entitled "China: Transportation Developments" written by Albert S. Peterson.
INDEX HE 1 C3	*Current Literature in Traffic and Transportation, 1970-82.* Evanston, IL: Northwestern University Transportation Center. Produced by the Northwestern University Transportation Center, it provides international coverage of journal articles pertaining to all aspects of transportation.
INDEX TA 145 E5	*The Engineering Index.* New York: Engineering Information, 1892- . Indexes and abstracts a variety of materials pertaining to engineering, including the technical aspects of all areas of transportation.
INDEX T 45 G78	*Government Reports Announcements and Index.* Springfield, VA: National Technical Information Service, 1971- . *GRA&I* indexes reports and analyses resulting from government-sponsored research. Selected technical reports are available in the Library on microfiche or in the technical report section of the Government Documents collection. Microfiche copies of many reports may be obtained from the University of Colorado's Norlin Library in Boulder.

INDEX J 87 C6 C14	*Index to Colorado State Publications*. Denver: State Publications Depository and Distribution Center, Colorado State Library, v.1, no.1, (August 1982)- . The Auraria Library is one of twenty libraries within Colorado which has been designated a depository library to receive microfiche sets of Colorado documents. Colorado documents published between 1977 and 1979 appear in a forerunner publication: *COIN: Indexed Checklist to Colorado State Publications* (Index J87 C6 C12).
INDEX H 1 S62	*Social Sciences Index*. New York: H.W. Wilson, 1974/75- . (Quarterly with Annual Cumulations). Continues, in part, the *Social Sciences and Humanities Index* (Index H 1 S62). Comprises an author and subject index to "periodicals in the social sciences." While this title does not index purely transportation journals, it does index journals which publish well researched articles on the topic of transportation.

4. DOCUMENTS

A. FEDERAL

United States Government documents are another fruitful source for information on transportation related topics. The Auraria Library is a partial depository for United States Government documents, some of which are shelved in a special section of the Library according to the Superintendent of Documents Classification System. You may find government documents by using the Library's CARL system. Examine both the Auraria Library and the Government Publications files for United States Government documents. Not all documents which appear in the Government Publications file are available at the Auraria Library. You will find them at the Denver Public Library or Norlin Library, University of Colorado at Boulder, however. Older government documents may be located only through examining the *Monthly Catalog of United States Government Publications* (Index J 83 U5). For information about using the *Monthly Catalog*, you may want to consult the Library Use Guide entitled "U.S. Government Publications: A Comprehensive Guide."

B. DENVER REGIONAL COUNCIL OF GOVERNMENTS

DRCOG is a regional planning agency representing six counties and 37 municipalities in the greater Denver area. Its staff researches many facets of municipal government, including transportation. You will find many of the publications resulting from this research in the Auraria Library. Consult the Auraria catalog on CARL.

C. OTHER DOCUMENTS

In addition to acquiring Denver and Colorado documents, the Library acquires documents dealing with transportation from other sources, e.g., government transportation agencies in other states; transportation departments in colleges and universities; and state, regional, and local transportation planning bodies from all over the country. You may locate these publications by looking for them through CARL.

5. COMPUTER-ASSISTED RESEARCH (CAR)

In addition to the printed indexes available at Auraria Library, there are a number of databases available that can be searched by computer. A specific database in the broad area of transportation is the following:

> *TRIS(Transportation Research Information Service)*. Washington, D.C.: U.S. Department of Transportation, and Transportation Research Board, 1968- . *TRIS* provides transportation research information on air, highway, rail, and maritime transport; mass transit; and other transportation modes. Subjects included are regulations and legislation; energy, environmental, and safety concerns; materials, design, construction and maintenance technology; and operations, traffic control, and communications. The database records can be either abstracts of documents and data holdings or resumes of research projects. Among the transportation research information services contributing to *TRIS* are the Highway Research Information Service (*HRIS*), the Maritime Research Information Service (*MRIS*), the Railroad Information Service (*RRIS*), the Air Transportation Research Information (*ATRIS*), and the Urban Mass Transportation Research Information Service (*UMTRIS*).

In addition, the online equivalents of printed indexes such as *Engineering Index*, the *Government Reports Announcements* and Index and the *Monthly Catalog of Government Publications* can also be searched.

For more information on these and related online databases, see the Library Use Guide "Computer-Assisted Research," or ask a librarian at the Reference Desk.

TRANSPORTATION: SURFACE

Surface transportation is the physical movement of persons and goods from one location to another by land or by water. This Library Use Guide is an overview of sources for finding information about surface transportation. Read this Guide completely before you begin your research so that you can carefully choose the information you need for your topic.

Auraria Library has other Library Use Guides on transportation. Sources which are general in nature appear in the Library Use Guide entitled "Transportation: General" and are not repeated in this Guide. Sources which relate to Air Transportation appear in the Library Use Guide entitled "Transportation: Air" and are also not repeated in this Guide. Ask for one or both at the Reference Desk.

1. ONLINE PUBLIC ACCESS CATALOG (PAC)

Auraria Library no longer depends on its traditional card catalog. In its place is a computerized version, the online Public Access Catalog. Online PAC is very easy to use, but if you would like a brief orientation, consult the Library Use Guide entitled "PAC Facts: Using the Online Public Access Catalog." Online PAC is used primarily to identify books in the Auraria Library collection. Normally a book will not provide the most up-to-the-minute information on a subject, but it can be very useful when you want considerable background information on your topic. If you are looking for books which the Library owns on a surface transportation related topic, try typing a WORD search using such terms as AUTOMOBILES, LOCAL TRANSIT, or RAILROADS, or terms such as INLAND WATER TRANSPORTATION or OCEAN TRAVEL. Words that you already have in mind that describe your topic are fine to use as your word search, but for the most complete search, consult the Library of Congress Subject Headings (red books). They are kept on tables near the online PAC terminals.

2. REFERENCE SOURCES

Sometimes one of the best ways to begin your research is to read background material to get a broad, overall view of what your topic is about or to get brief facts on your topic. One way to do that is by going to the Reference area of the Library. Reference sources are often books, but they differ from the usual book in that they contain brief information on many aspects of your subject. They may also contain statistical data. Dictionaries and encyclopedias are two examples of reference books with which you are probably most familiar. Following are some representative reference sources on the topic of surface transportation.

A. STATISTICAL SOURCES

REF.
HD
9710
U5
M64

Motor Vehicle Manufacturers Association of the United States. MVMA Motor Vehicle Facts and Figures. Annual. Detroit, MI: The Association, 1973/74- .
The most important resource document on production, imports, exports, registrations, and sales of passenger cars, motor trucks, and motor buses in the United States. The foreign market is covered on a smaller scale.

REF.
HE
2708
I73

Transport Statistics in the United States. Irregular. Washington, D. C.: Interstate Commerce Commission, 1969- .
The seven sections in the statistical reports issued by the Interstate Commerce Commission cover the financial and operational aspects of: 1) Railroads; 2) Electric railways; 3) Carriers by water; 4) Oil pipe lines; 5) Motor carriers; 6) Freight forwarders; and 7) Private car lines. Transport Statatics is published at approximately four year intervals.

REF.
HE
355
A3
A251

Highway Statistics. Annual. Washington, D.C.: Federal Highway Administration, 1971- .
An annual compendium of statistical data, with appropriate tables, on driver licensing, highway mileage, state highway finance, federal aid, motor fuel, and highway finance data for towns, counties, cities, and other governmental units.

B. DIRECTORIES

REF.
HE
5623
A45
B86

Bus Industry Directory. Spokane, WA: Friendship Publications, 1976-1977.
"Contains the names, addresses and telephone numbers of over 2300 bus lines and transit authorities throughout the United States and Canada. With most listings are the names of personnel, the number and type of buses, service performed, cities served ... [Includes] a buyer's guide, first listing the names and addresses of over 600 manufacturers and suppliers and then the products with suppliers of each product, ... a list of consultants, consulting firms and management contract firms." --Introd.

REF.
HE
4201
J36
1985

Jane's Urban Transport Systems. London: Jane's, 1985.
A major reference tool covering the main hardware for road and rail urban transport systems and their ancillary services; those involved with consultancy and contractural management in urban transport, and a listing of systems operated by the world's major cities.

REF. HE 953 N5 C87 1982	Custom House Guide. Philadelphia: North American Publishing Company, 1982. A directory of U.S. Customs ports with detailed description of each port, its facilities and those engaged in shipping and allied trades. Also includes directories of customs attorneys and U.S. Foreign-Trade Zones. Another useful feature is the specially compiled alphabetical index of over 30,000 commodities and the complete and annotated text of the Tariff Schedules of the United States.
TF 1 J3	Jane's World Railways. Annual. London: Jane's Publishing Company. (Latest edition in Reference.) Offers illustrations, descriptions, and specifications of railroads of various countries of the world, arranged alphabetically by country. Provides comparable data for manufacturers of rail equipment arranged in sections by type of equipment, then alphabetically by name of manufacturer.

C. BIBLIOGRAPHIES

A bibliography is a selective list of the books (and sometimes periodical articles) on a particular subject, and thus serves as a rich resource of research material. The outstanding feature of a bibliography is that someone else has gathered and published a list of sources on your topic. In using a bibliography, check its date of publication since it will not include any material which appears after its date of publication. Following are some representative bibliographies in the Auraria Library on surface transportation topics:

JF 1351 A1 P8 no. 185	Chin, Felix. Auto Restricted Zones: A Selected Bibliography. Monticello, IL: Vance Bibliographies, 1979. Bibliography of periodical articles, books, and reports detailing the experience from many cities all over the world which have established vehicle-free areas or auto restricted zones (ARZs).
REF. Z 7164 T8 R44 1980	Reebie Associates. Transguide: A Guide to Sources of Freight Transportation Information. Greenwich, CT: Reebie Associates, 1980. This bibliography was "designed as an effective information management tool for managers, planners, and researchers concerned with freight transportation. The entries .. [were] selected to emphasize sources useful in making business decisions in, or affected by, freight transportation."--pref.

3. PERIODICAL INDEXES AND ABSTRACTS

Next to online databases (see "Computer-Assisted Research" at the end of this Library Use Guide), periodicals and newspapers contain the most current information on all subjects. Using periodical indexes and abstracts is essential if you need timely material. These indexes and abstracts provide a subject approach (and sometimes an author and title approach as well) to periodicals and newspapers. In addition to the indexes listed in the "Transportation: General" Library Use Guide, the following indexes cover specifically surface transportation.

INDEX
HE
5614
H47

Highway Safety Literature. Washington, D.C.: Transportation Research Board, National Research Council, 1978- .

This quarterly abstracting service is produced by the Transportation Research Board with financial support from the National Highway Traffic Safety Administration of the U.S. Department of Transportation. It provides rapid access to all research reports, technical papers in conference proceedings, and periodical articles dealing with highway and non-rail urban transit safety research for transportation administrators, engineers, planners, and researchers.

INDEX
TE
1
N469a

HRIS Abstracts. Washington, D.C.: Transportation Research Board, National Research Council, 1967-1978.

The Highway Research Information Service (HRIS) was developed by the Transportation Research Board with financial support from state highway and transportation departments and the Federal Highway Administration. The computer-based information storage and retrieval system consists of summaries of research projects in progress. It also includes abstracts of published works, which include technical papers, journal articles, and research reports. While the library has no printed indexes after 1978, the HRIS source material for 1979 to date is available in an online database known as TRIS. For a fuller description of searching databases by computer see Section 9, "Computer-Assisted Research (CAR)."

INDEX
TE
1
N462

Transportation Research Abstracts. Washington, D.C.: Highway Research Board, National Research Council, 1970-1975.

Known as *Highway Research Abstracts* until summer 1974, this publication was produced by the Highway Research Board of the National Research Council. It indexed articles and technical and research reports, as well as publications of the Board. In January 1976, it merged with *Transportation Research News* (now called *TR News*). *TR News* is a bi-monthly publication which you will find in the Auraria Library periodical collection. Each issue of *TR News* includes transportation research abstracts of recent articles, reports, and technical papers in an "Abstracts" feature.

4. FEDERAL GOVERNMENT DOCUMENTS

United States government documents are another fruitful source for information on transportation topics. Here you will find publications issued by the Department of Transportation, and other Federal agencies. The Auraria Library has been receiving Federal government publications regularly since 1978. Thousands of government documents in the collection can be found when you use online PAC, but you will find some other documents only by consulting the MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS (Index J 83 U5).

5. LOCAL, REGIONAL, AND STATE DOCUMENTS

The Federal government may issue more publications than any other publisher in the United States, but it is certainly not the only level of government which issues documents. States, counties, cities, and towns of all size all across the country issue documents as do governmental entities which cross geographical boundaries. These governmental entities may be as small as a fire district or they could consist of two or more counties, or even two or more states. Following are some examples of governmental agencies which issue documents:

A. RTD PUBLICATIONS (example of a local and regional document)

Regional Transportation District (RTD) is a multicounty, tax subsidized public transportation system covering the Denver metropolitan area. Its staff researches various aspects of transportation appropos to the metro Denver area. You will find many of the publications resulting from this research in the Auraria Library. Do a NAME search in Online PAC using the name REGIONAL TRANSPORTATION DISTRICT or do a WORD search in Online PAC using words like LOCAL TRANSIT DENVER METROPOLITAN AREA or TRANSPORTATION PLANNING DENVER METROPOLITAN AREA.

B. OTHER DOCUMENTS

In addition to acquiring publications issued by Denver agencies, those issued by Colorado agencies, and other local and regional documents, the Library also acquires documents dealing with transportation from other sources, e.g., government transportation agencies in other states; transportation departments in colleges and universities; and state, regional, and local transportation planning bodies from all over the country. Do a NAME search in online PAC if you are looking for a report from a particular agency or department, such as UNIVERSITY OF CALIFORNIA BERKELEY INSTITUTE OF TRANSPORTATION STUDIES. Or do a WORD search in Online PAC using words like TAXICABS, or, TRANSPORTATION ENGINEERING, or TRANSPORTATION FOR THE POOR.

6. PUBLICATIONS FROM PRIVATE RESEARCH ORGANIZATIONS

The Highway Research Board, an agency within the National Research Council, is an example of a research oriented association which studies all factors pertinent to the understanding of transportation systems. It publishes numerous reports each year, all of which you will find in online PAC. To locate this material, do a NAME search in online PAC using the name NATIONAL RESEARCH COUNCIL TRANSPORTATION RESEARCH BOARD or do a WORD search in online PAC using words such as TRAFFIC SIGNS AND SIGNALS, or, HANDICAPPED TRANSPORTATION, or TRANSPORTATION ENVIRONMENTAL ASPECTS.

8. MEDIA RESOURCES

The Auraria Library's Media Distribution Department contains a small but growing collection of films, filmstrips, slides, videotapes, etc. on many subjects, including transportation. Media is useful, particularly if the visual image or spoken word helps dramatize the message. Listed below is a media title in our collection. For other titles ask to see the Library's Film and Video Tape Catalog or talk to staff members in the Media Distribution Department.

MEDIA Slide HE 199.5 D3 H47 1982s	Hermann, Stephen L. Hazardous Materials Transportation Accidents. (Slide.) Scottsdale, AZ: Explosives Research Institute, 1982. 316 slides accompanied by the author's book of the same title.

9. COMPUTER-ASSISTED RESEARCH (CAR)

In addition to the printed indexes available at Auraria Library, there are a number of databases available that can be searched by computer, such as PROMPT (Predicasts Overview of Markets and Technology), and SAE (Society of Automotive Engineers). For information on a very broad based database, TRIS (Transportation Research Information Service), see the Computer Assisted Research section of the Library Use Guide entitled "Transportation: General" or ask a librarian at the Reference Desk. A computer search has two major advantages: 1) it produces a customized bibliography for you, and 2) it saves you, the researcher, lots of time.

The online equivalents of printed indexes such as Engineering Index, Governments Announcements and Index, and Monthly Catalog of Government Publications can also be searched by computer, and they all contain transportation information. For more information on Computer Assisted Research see the Library Use Guide entitled "Computer Assisted Research."

dc 5/86
p4

UNCOVER:
ACCESS TO ARTICLES THROUGH PAC

GENERAL FACTS:

- UnCover, a database developed by CARL (Colorado Alliance of Research Libraries), indexes articles from over 10,000 scholarly journals and popular magazines published since October 1988.
- UnCover is available from any PAC terminal either on or off campus. See Library Use Guide "**PAC: Using the online public access catalog away from the library**" for instructions on how to dial up from off campus.

SPECIAL FEATURES:

- UnCover allows a person to search for important words (keywords) which may appear in the title of the journal, in the title of the article, or somewhere within the summary. (See "**How to Search by Keyword**", p.3) It is also possible to search using the name of the author.
- Through UnCover it is possible to scan the Tables of Contents of periodicals. (See "**How to look at the Table of Contents of a Journal or Magazine**", p.4)

LIMITATIONS:

- UnCover is often a good place to begin but does not usually constitute a comprehensive search. For articles prior to 1988 or for articles in which the exact keyword is not used, consult the paper periodical indexes.
- UnCover is a bibliographic database, which means it does not include the full text of articles--only the name and date of the magazine or journal and which library owns that publication.
- UnCover does not contain call numbers for the journals. (See "How to find a journal or magazine in the library", p.4)

AURARIA LIBRARY USE GUIDE
University of Colorado at Denver Metropolitan State College of Denver Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204 (303) 556-2741

HOW TO ACCESS UNCOVER:

For each screen on the computer, type the number indicated (☞) and then hit return.

SCREEN 1

```
Welcome to the CARL system (Release 83)

          The database of Auraria is ready for you to search.

          1. Begin a search in Auraria
☞         2. Select one of CARL's many other databases...

          Enter the number of your choice, and press the <RETURN> key: 2
```

SCREEN 2

```
          CARL offers access to the following groups of databases:

          1. Library Catalogs
☞         2. Current Articles Indexes and Access (including UnCover)
          3. Information Databases (including Encyclopedia)
          4. Other Library Systems
          5. Library and System News

Enter the number of your choice, and press the <RETURN> key>> 2
```

SCREEN 3

```
          CURRENT ARTICLE INDEXES AND ACCESS

          ARTICLE INDEXES                         UNION LISTS

☞         50. UnCover--Article Access             53. Boston Library Consortium

          51. Magazine Index/Trade & Industry Index
                (includes full text delivery)

          CURRENT RECEIPTS

          52. New Journal Issues

          NATIONAL SERIALS CATALOGING DATABASE

                      54. Conser

          Enter the NUMBER of your choice, and press the <RETURN> key >> 36
```

SCREEN 4

```
          SELECTED DATABASE: UnCover

Enter     N for NAME search
          W for WORD search
          B to  BROWSE by journal title
          S to  STOP or SWITCH to another database

          SELECTED DATABASE: UnCover

ENTER COMMAND>>
```

WHEN SCREEN 4 APPEARS, YOU ARE READY TO SEARCH THE UNCOVER DATABASE.

HOW TO LOOK AT THE TABLE OF CONTENTS OF A JOURNAL OR MAGAZINE:

1. Press B for the BROWSE command.
2. Press T to search by TITLE.
3. Type in the name of the journal.
4. Type line number of journal.
5. Type E for "examine".
6. UnCover will list:
   Line#
   Date of journal
   Volume
   Number
   Status (whether the issue has been published and if
   it has been received by CARL).
   Contents (whether or not contents are available for
   that issue.)
7. If the contents are available for an issue in which you are interested, type that line number. This displays the list of authors, titles and page numbers.
8. Type the line number of an interesting article to see if there is a summary for that article and which libraries own the journal or magazine.

HOW TO FIND A JOURNAL OR MAGAZINE IN THE LIBRARY:

1. First note which library owns the periodical.

   AUR = Auraria
   CSM = Colorado School of Mines
   CU = University of Colorado-Boulder
   DPL = Denver Public Library
   DU = University of Denver
   WYO = University of Wyoming

2. SWITCH (S) to that library's database.

3. BROWSE <B> by TITLE <T> and type in the name of the journal or magazine. This will tell you the call number and holdings (what years of the journal the library owns and the format of these journals - i.e. current, bound, microfilm, or microfiche).

4. If the periodical is available at Auraria, follow step 3. However, as a general rule, the last two years of any periodical are kept at the Periodicals Desk in alphabetical order so a call number is not needed. A current, validated student ID is necessary to check out the periodicals from behind the desk.

5. For more information about finding periodicals at the Auraria library, see the Library Use Guide entitled Periodical Indexes: Finding Articles at Auraria Library.

SAMPLE RECORD:

```
--------------------------------------UnCover--------------------------------------------------------------------------
AUTHOR(s):          Eisenberg, Evan
TITLE(s):           The Call of the Wild.
Summary:            For some ecologists, global warming is a spiritual crisis, for others it is a
                    problem in science and public policy.  But there are paths between the Deep
                    Ecologists' apocalyptic pessimism and the Planet Managers' dreams of total
                    control.  The key is to let nature be our guide.  Four organic principles show
                    the way.

              In:   The New republic.
                    APR 30, 1990 v 202 n 18
          Page:     30

OWNERS:  AUR CSM CU DPL DU UNC WYO
ISSUE STATUS:  Published

---23 of 34-------------------------UnCover---------------------------------------------------------------------------

<RETURN> to continue, <Q>UIT FOR A NEW SEARCH, OR <R> to REPEAT this display
```

*The sample record above could be retrieved in a variety of ways:

SEARCHING FOR JOURNAL ARTICLES:

If you know:	Use:	Example:
Author of an article	NAME search	Evan Eisenberg
Title of an article	WORD search	The Call of the Wild.
Words in title of an article	WORD search	call, wild
Subject of an article*	WORD search	global warming
Words that may be in the summary of an article*	WORD search	global warming
Title of a journal**	BROWSE by TITLE	New Republic

*See "How to Search by Keyword" below
**See "How to Look at the Table of Contents" on page 4.

HOW TO SEARCH BY KEYWORD:

UnCover does not have a controlled vocabulary. In other words, UnCover picks out exact words that appear in the title or summary of an article instead of grouping all subjects that are alike under one heading. For instance, when searching a topic such as "drug abuse", one should also search "substance abuse:, "cocaine abuse", "drug addiction", "drug use", "drug dependency", etc.

Also, UnCover does not truncate words so different forms of keywords should be used. For example, when searching for articles on drug abuse, do a WORD search using "drug" and:

abuse: "Issues related to drug abuse in college athletics."
abuser: "Codependency: living with a drug abuser."
abusers: "Drug abusers' perceptions of their parents."
abusing: "Undoing the drug-abusing society."

U.S. GOVERNMENT PUBLICATIONS: AN INTRODUCTORY GUIDE

Agencies of the U.S. government publish over 50,000 documents each year for public use. They are published by every agency on almost every subject, from gardening to Nicaragua. Much factual and statistical information may be found in government publications that can be found nowhere else. This information can be extremely useful in preparing term papers and class projects.

Since 1978, the Auraria Library has been a selective "depository" for these publications, receiving selected titles free of charge, with the stipulation that they must be made available to the public. The Auraria Library elects to receive approximately 50% of the publications distributed through the depository program by the federal government, selecting those publications which support the instructional programs of this campus. For example, this library receives most Congressional, Census, and statistical publications, as well as many major agency publications, such as those from the Department of Justice.

Denver Public Library and the University of Colorado Library in Boulder have been regional depositories since the 1880's, receiving 100% of the U.S. publications distributed to depository libraries. Therefore, comprehensive, historical collections may be found at these libraries.

STEP 1: IDENTIFYING GOVERNMENT PUBLICATIONS

Method 1: Use the CARL System: Auraria Library Catalog.

At the Auraria Library, you can find many, but not all, government publications by using the Auraria Library Catalog on the CARL (Colorado Alliance of Research Libraries) system. Use a **WORD (W)** search for subjects or titles and a **NAME (N)** search for agency names.

To supplement Auraria's catalog and identify other publications which the library may own but are not listed on its database, use the "Government Publications" database. Go to Method 2 for instructions. If you find a document you want, go to Step 2.

AURARIA LIBRARY USE GUIDE

University of Colorado at Denver   Metropolitan State College of Denver   Community College of Denver
LAWRENCE at 11th Street DENVER, COLORADO 80204   (303) 556-2741

Method 2: Use the CARL Computerized Information System: Government Publications (under Library Catalogs)

Use the CARL database entitled, "Government Publications" to identify U.S. government publications published from July 1976 through the present. The database is based on Denver Public Library's government documents collection, but Norlin Library at CU, Boulder, will also have all of the U.S. publications. Auraria will also own about half of these.

The call numbers that you will find on the Government Publications catalog are called Superintendent of Documents classification numbers and are based on the name of the issuing agency, such as "J" for Deptartment of Justice. Auraria Library uses the same call numbers on most of its government publications.

Use the same search strategy as you would searching the Auraria database for books. Note the special government documents call number, then go to Step 2 to see if the Auraria Library owns the document.

Method 3: Use the *Monthly Catalog of U.S. Government Publications* or Other Printed Indexes

For publications issued before July 1, 1976, or if the CARL system is not working, it is necessary to use the *Monthly Catalog of U.S. Government Publications* to identify the documents the government has published on your topic. See page 4 of this guide for specific instructions for the *Monthly Catalog*. Depending on your research needs, you may use other major indexes. The *American Statistics Index*, *CIS*, and the *Index to U.S. Government Periodicals* can be used to index the contents of government publications. Neither CARL nor the *Monthly Catalog* will perform this function. In addition, reports published as a result of government research contracts or grants are not in the *Monthly Catalog*--see *Government Reports: Announcements and Index*. See pages 6-10 of the Library Use Guide "U.S. Government Publications--A Comprehensive Guide" for instructions in using these indexes.

Step 2: LOCATE THE PUBLICATIONS

IF YOU FOUND THE PUBLICATION BY USING THE AURARIA LIBRARY CATALOG ON THE CARL SYSTEM, go to the location indicated on the computer screen (AUR MAIN DOC, for example). If you are unfamiliar with the library, ask the Reference Desk for a map.

Most government publications are located in the documents area (indicated by the word DOC on the CARL screen, as in the example above), which is in the southwest corner of the first floor of the library. Some government publications are in [illegible] locations, such as Reference (REF on the CARL screen) or Periodicals (PERIOD on the CARL screen). If government publications are located outside the documents area, they are given Library of Congress (rather than Superintendent of Documents) call numbers and are interfiled with the materials in their non-documents location.

IF YOU FOUND THE PUBLICATION BY USING THE GOVERNMENT PUBLICATIONS DATABASE:

For those publications not listed in the Auraria Library catalog, you may first check the shelves in the DOC area of the library, as the library receives many publications which are not cataloged on the Auraria Library CARL Catalog. In addition, many publications are now received in microfiche and are located in the Periodicals/Microforms area in the drawers labeled "U.S. Government Publications." In some cases, the CARL Government Publications catalog will indicate that a publication was distributed in microfiche. If the publications are not in either location, inquire at the Reference Desk for assistance in determining whether they are owned by the Auraria Library and their locations.

IF YOU FOUND THE PUBLICATION BY USING THE *MONTHLY CATALOG* OR OTHER PRINTED INDEXES:

Most pre-1979 publications will not be in the Auraria Library, although, due to some gifts, we do own some older publications. Inquire at the Reference Desk for assistance.

IF YOU DO NOT FIND THE PUBLICATION AT THE AURARIA LIBRARY:

If the government publication is not owned by the Auraria Library, you should be able to find it at Denver Public Library or the University of Colorado's Norlin Library in Boulder, both of which are regional depositories, receiving 100% of the depository publications in the *Monthly Catalog* since 1884.

Popular publications are also available for sale at the Government Printing Office Bookstore located in the Federal Building at 19th and Stout in Denver. Publications not in stock there, but still in print, may be ordered from the Government Printing Office in Washington, D.C. You may photocopy an order form from the front of any issue of the *Monthly Catalog*.

CITING GOVERNMENT PUBLICATIONS

REF J 9.5 G3 1984	Garner, Diane, and Diane H. Smith. *The Complete Guide to Citing Government Document: A Manual for Writers and Librarians.* Bethesda, MD: Congressional Information Service, 1984. This guide gives the specific formats for citing all types of government publications; technical reports; state and local documents, international documents, and other special publications.

THE MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

A comprehensive index to nearly all U.S. governmental agency publications, the *Monthly Catalog* does not include magazine articles, detailed statistical analysis, indexing of the content of Congressional publications, or government contract reports. For this type of information, consult the indexes on pp. 6-10 of the Library Use Guide "U.S. Government Publications--A Comprehensive Guide."

INDEX J83 U5	*Monthly Catalog of U.S. Government Publications.* 1895-present (monthly with semi-annual, annual, and five-year cumulated indexing).
INDEX J83 U5	*Monthly Catalog of United States Government Publications Cumulative Index.* 1966-1970 2 vol. 1971-June 1976 2 vol.
INDEX J83 U51	*Cumulative Subject Index to the Monthly Catalog of United States Government Publications 1900-1971.* (15 vol.)
INDEX J83 L42	*Cumulative Title Index to United States Public Documents, 1789-1976.* (16 volumes.)
INDEX J83 P66	Poore, Ben Perley. *A Descriptive Catalogue of the Government Publications of the United States, 1774-1881.*

Each issue *of the Monthly Catalog* is divided into two sections:

1) A catalog section, which lists publications issued by various federal agencies

2) An index section consisting of separate subject, title, title/keyword, report number and author indexes.

At the end of each year, annual indexes are issued in separate volumes: subject, title/keyword, personal author, corporate author, report number. In addition, five-year indexes have been prepared. For current research, use the monthly volumes; for earlier years, use the annual index volumes, the five-year indexes (see step 1 below), or the commercial indexes covering many years (see above).

Using the *Monthly Catalog* is a simple, two-step process:

Step 1: Use the Monthly, Annual, or Five-Year Indexes

Since 1976, subject headings found in the *Library of Congress Subject Headings* volumes are the same terms used in the indexes of the *Monthly Catalog*. The title/keyword is particularly useful to augment the subject index. Examples of keywords: Denver, AIDS, toxic shock, EFT/electronic fund transfer, ERA.

Prior to 1976, the subject headings were those assigned by the Government Printing Office. From the index, write down the entry number(s). Example:

> Assassination of President John F.
> Kennedy, President's Commis-
> sion on, report............................18882

Step 2: Identify the Superintendent of Documents Call Number

Beginning with 1987, the Superintendent of Documents call number is printed in the indexes for the *Monthly Catalog*. Copy this number down. See page 2 for locating the document in the Auraria Library.

Before 1987, go to the entry number you have identified in the front of the monthly issue or to the appropriate monthly issue when using an annual or quinquennial index. The entry numbers appear on the spines of the bound volumes of monthly issues. Copy the Superintendent of Documents call number. A black dot ● towards the bottom of the entry indicates that the document was distributed to depository libraries. Example:

> 18882 Report of President's Commission on Assassination of President John F. Kennedy. [1964] xxiv+888 [/ o;/ *Paper, $2.50; Cloth, $3.25.
> ● Item 851-J
> L.C. card 64-62670 Pr 36.8: K 38/R29

↗ Superintendent of Documents Call Number

Ask at the Reference Desk for assistance in locating these older publications.

LS.9 91

U.S. GOVERNMENT PUBLICATIONS: A COMPREHENSIVE GUIDE

Agencies of the U.S. government publish over 50,000 documents each year for public use. They are published by every agency on almost every subject, from gardening to Nicaragua. Much factual and statistical information may be found in government publications that can be found nowhere else. This information can be extremely useful in preparing term papers and class projects.

Since 1978, the Auraria Library has been a "depository" for these publications, receiving selected titles free of charge, with the stipulation that they must be made available to the public. The Auraria Library elects to receive approximately 40% of the publications distributed through the depository program by the federal government.

Denver Public Library and the University of Colorado Library in Boulder have been regional depositories since the 1880s, receiving 100% of the U.S. publications distributed to depository libraries. Therefore, comprehensive, historical collections may be found at these libraries.

FINDING GOVERNMENT PUBLICATIONS

To find government publications in the Denver metro area follow these steps:

Step 1: Use PAC for Auraria Library

At the Auraria Library, you can find most, but not all, government publications by using Public Access Catalog (PAC). Use a word search (W) for subjects or titles and a name search (N) for agency names. It is planned that by sometime in 1988 all U.S. government publications owned by the library will be included in the PAC database. At the present time, the Auraria Library's PAC database includes primarily departmental publications issued from 1979 to the present, with the exception of Congressional publications. To supplement Auraria's catalog and identify other publications which the library may own but are not listed on its PAC, use the "Government Publications--DPL and CU" database. Go to Step 2 for instructions. If you do find a document you want, go to Step 5.

Step 2: Use PAC "Government Publications--DPL and CU"

Use the online catalog database entitled, "Government Pubs--DPL & CU" to identify U.S. government publications published from July 1976 through the present. The database is based on Denver Public Library's government documents collection, but CU, Boulder, will also have all of the U.S. publications. Auraria will also own some of these. Auraria Library uses the same call numbers on most of its government publications. Use the same search strategy as you would searching the Auraria database for books. Note the special government documents call number, (Superintendent of Documents call numbers) then go to Step 4 to see if the Auraria Library owns the document.

Step 3 : Use the Monthly Catalog of U.S. Government Publications or Other Printed Indexes

For publications issued before July 1, 1986, it is necessary to use the Monthly Catalog of U.S. Government Publications to identify the documents the government has published on your topic. See page 3 of this guide for specific instructions for the Monthly Catalog. Depending on your research needs, you may also use other major indexes. The American Statistics Index, CIS, and the Index to U.S. Government Periodicals can be used to index the contents of government publications. PAC or the Monthly Catalog will not perform this function. In addition, reports published as a result of government research contracts or grants are not in the Monthly Catalog--see Government Reports: Announcements and Index. See page 3-10 of this guide for instructions in using these indexes.

Step 4: Determine Whether the Auraria Library owns the Publication

From the Superintendent of Documents call number, go to the card catalog across from the index tables and look up the call number. If there is a card for that call number, the Auraria Library owns that particular title. Special locations such as Reference or Periodicals will be noted along with the Library of Congress classification number. If the title is published on an ongoing basis, annually, or is a periodical, ask at the Reference Desk for assistance in determining whether the library owns the issues you want.

Step 5: Locate the Government Publication. (Refer to a map of the library to help you.)

A&P	Architecture and Planning Library. Some government publications are located in this branch library in the Bromley Building. They are arranged by Superintendent of Documents classification number in a special section of that branch or in their reference collection by Library of Congress call number.
ARCHIV	Archives. The Archives section of the library is located on the second floor of the main library in the northeast corner. They have limited hours that they are open. Inquire at the Reference Desk for assistance.
DOC	Documents. Most of the government publications are located in a separate collection on the first floor of the main library in the southwest corner. They are arranged by Superintendent of Documents call numbers. Most of these can be checked out, except those stamped "NONCIRCULATING."
INFOCO	InfoColorado. A collection of current publications on the business and economy of Colorado, located in front of the main Reference collection. These publications are noncirculating.

PERIOD Periodicals. See the Auraria Library List of Periodicals adjacent to the Reference Desk or in the Index area to see if the library has the title, what years are owned, and whether back years are bound or on microfiche or microfilm.

REF Reference. Reference level government publications are shelved in Reference on the shelves with the numbered, blue signs at each end. They have a Library of Congress call number with 'REF' above it, just like the other reference materials. Examples: 1980 Census publications, FBI Uniform Crime Report, the U.S. Statutes at Large.

If the government publication is not owned by the Auraria Library you should be able to find it at Denver Public Library or the University of Colorado Norlin Library in Boulder, both of which are regional depositories receiving 100% of the depository publications in the Monthly Catalog since 1884.

Popular publications are also available for sale at the Government Printing Office Bookstore located in the Federal Building at 19th and Stout in Denver. Publications not in stock there, but still in print, may be ordered from the Government Printing Office in Washington, D.C. You may photocopy an order form from the front of any issue of the Monthly Catalog.

Step 6: Citing Government Publications

REFRES
J
9.5
G3
1984

Garner, Diane and Diane H. Smith.
The Complete Guide to Citing Government Documents: A Manual for Writers and Librarians. (Bethesda, MD: Congressional Information Service, 1984).
Kept at the Reference Desk, this guide gives the specific formats for citing all types of government publications; technical reports; state and local documents, international documents, and other special publications.

THE MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS

INDEX
J83
U5

Monthly Catalog of U.S. Government Publications 1895-present (monthly with semi-annual, annual, and five-year cumulated indexing).

INDEX
J83
U5

Monthly Catalog of United States Government Publications Cumulative Index.

1966-1970	2 vol.
1971 - June 1976	2 vol.
July 1976 - 1980	microfiche at Reference Desk
1981 - 1985	microfiche at Reference Desk

INDEX
J83
U51
Cumulative Subject Index to the Monthly Catalog of United States Government Publications 1900-1971. (15 vol.)

INDEX
J83
L42
Cumulative Title Index to United States Public Documents, 1789-1976. (16 vol.)

INDEX
J83
P66
Poore, Ben Perley. A Descriptive Catalogue of the Government Publications of the United States, 1774-1881.

A comprehensive index to nearly all U.S. governmental agency publications, the Monthly Catalog does not include magazine articles, detailed statistical analysis, indexing of the contents of Congressional publications, or government contract reports. For this type of information, consult the indexes on pp. 5-10 of this guide.

Each monthly issue is divided into two sections:

(1) A catalog section, which lists publications issued by various federal agencies

(2) An index section consisting of separate subject, title, title/keyword, report number and author indexes.

At the end of each year, annual indexes are issued in separate volumes. In addition, five-year indexes have been prepared on microfiche. For current research use the monthly volumes; for earlier years, use the annual, index volumes, the five-year indexes on microfiche, or the commercial indexes covering many years (see above).

Using the Monthly Catalog is a simple, two-step process:

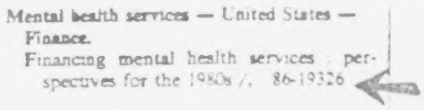
Step 1: Use the Monthly, Annual, or Five-Year Indexes

Subject headings found in the Library of Congress Subject Headings volumes are the same terms used in the indexes of the Monthly Catalog.

The title/keyword is particularly useful to augment the title and subject index. Examples of keywords: Denver, AIDS, toxic shock, EFT/electronic fund transfer, ERA.

Write down the entry number(s). Example:

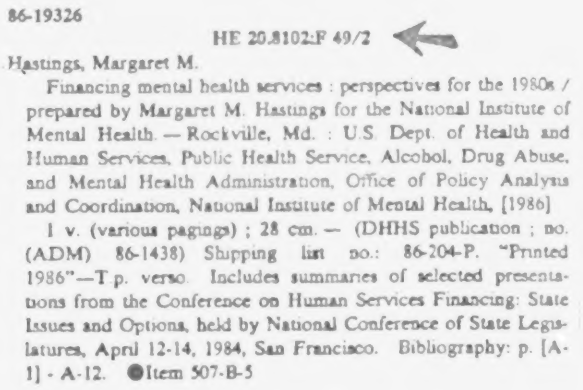
Mental health services U.S. Finance.



Mental health services — United States —
Finance.
Financing mental health services : perspectives for the 1980s /. 86-19326

Step 2: Identify the Superintendent of Documents Call Number

Beginning with 1987, the Superintendent of Documents call number is printed in the indexes for the Monthly Catalog. Copy this number down as well as the entry number. Before 1987, go to the entry number you have identified in the front of the monthly issue or to the appropriate monthly issue when using an annual or quinquennial index. The entry numbers appear on the spines of the bound volumes of monthly issues. Copy the Superintendent of Documents call number above the description of the document. A black dot towards the bottom of the entry indicates that the document was distributed to depository libraries. Example:



86-19326

HE 20.8102:F 49/2 ←

Hastings, Margaret M.

Financing mental health services : perspectives for the 1980s / prepared by Margaret M. Hastings for the National Institute of Mental Health. — Rockville, Md. : U.S. Dept. of Health and Human Services, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, Office of Policy Analysis and Coordination, National Institute of Mental Health, [1986]

1 v. (various pagings) ; 28 cm. — (DHHS publication ; no. (ADM) 86-1438) Shipping list no.: 86-204-P. "Printed 1986"—T.p. verso. Includes summaries of selected presentations from the Conference on Human Services Financing: State Issues and Options, held by National Conference of State Legislatures, April 12-14, 1984, San Francisco. Bibliography: p. [A-1] - A-12. ●Item 507-B-5

OTHER PRINTED INDEXES

INDEX
J83
I5

Index to U.S. Government Periodicals. 1978-present. Quarterly, with annual cumulations.

The equivalent of Reader's Guide to Periodical Literature for periodicals published by the U.S. government. It provides subject and author access to articles in over 170 U.S. government periodicals which offer substantive articles of lasting research and reference value. Instructions in the front of each cumulative annual (hardcover) and quarterly (softcover) volume explain how to use this index. Auraria Library subscribes to nearly all of the periodicals it indexes. Refer to the Auraria Library List of Periodicals to see if the library has the title, what years are owned, and whether back years are bound or on microfiche or microfilm.

INDEX
HA 205
A46

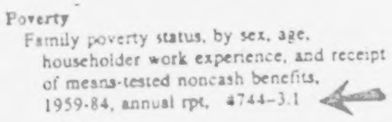
American Statistics Index (ASI). 1974-present. Monthly, with quarterly and annual indexing.

Comprehensive index to statistical information contained within U.S. government publications. The publications are abstracted, with detailed contents listing of the tables included and their page numbers.

Both the monthly issues and the annual cumulations are published in two parts: the abstracts and the index.

Step 1: Use the Index Volume

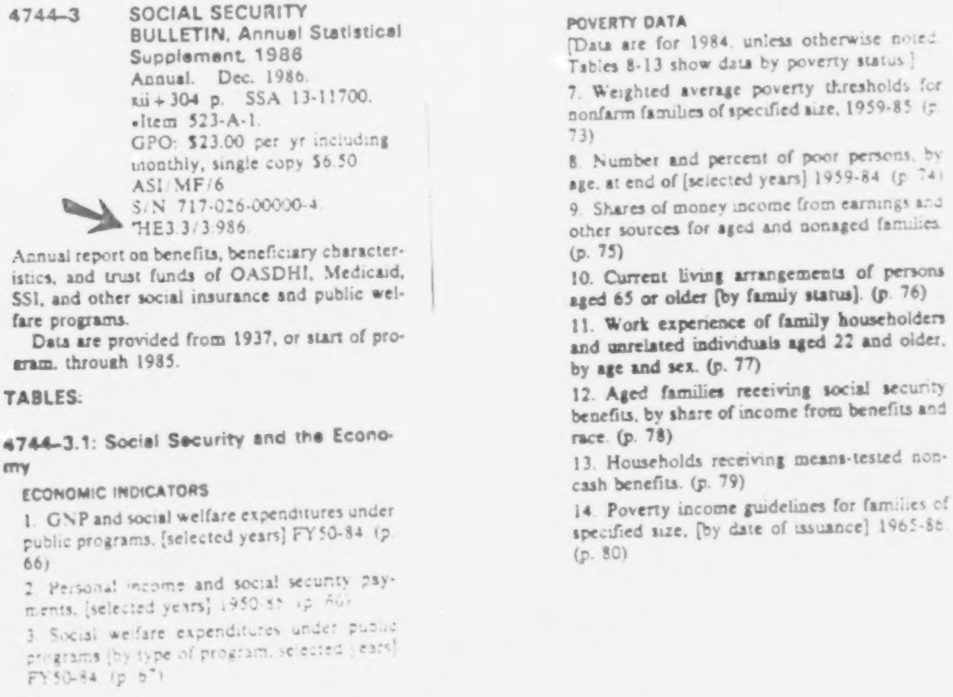
Look up your subject or a specific name in the index(es). Note the abstract number(s) for each relevant entry:



Poverty
Family poverty status, by sex, age, householder work experience, and receipt of means-tested noncash benefits, 1959-84, annual rpt, 4744-3.1

Step 2: Use the Abstract Volume

Look up the entry number in the abstract volume. The Superintendent of Documents classification number is given for each publication which was distributed to depository libraries (indicated by the black dot). Detailed contents of the publication are listed here:



4744-3 **SOCIAL SECURITY BULLETIN, Annual Statistical Supplement, 1986**
Annual. Dec. 1986.
xii + 304 p. SSA 13-11700.
•Item 523-A-1.
GPO: $23.00 per yr including monthly, single copy $6.50
ASI/MF/6
S/N 717-026-00000-4.
HE3.3/3:986.

Annual report on benefits, beneficiary characteristics, and trust funds of OASDHI, Medicaid, SSI, and other social insurance and public welfare programs.

Data are provided from 1937, or start of program, through 1985.

TABLES:

4744-3.1: Social Security and the Economy

ECONOMIC INDICATORS

1. GNP and social welfare expenditures under public programs, [selected years] FY50-84. (p. 66)

2. Personal income and social security payments, [selected years] 1950-85. (p. 66)

3. Social welfare expenditures under public programs [by type of program, selected years] FY50-84. (p. 67)

POVERTY DATA

[Data are for 1984, unless otherwise noted. Tables 8-13 show data by poverty status.]

7. Weighted average poverty thresholds for nonfarm families of specified size, 1959-85. (p. 73)

8. Number and percent of poor persons, by age, at end of [selected years] 1959-84. (p. 74)

9. Shares of money income from earnings and other sources for aged and nonaged families. (p. 75)

10. Current living arrangements of persons aged 65 or older [by family status]. (p. 76)

11. Work experience of family householders and unrelated individuals aged 22 and older, by age and sex. (p. 77)

12. Aged families receiving social security benefits, by share of income from benefits and race. (p. 78)

13. Households receiving means-tested noncash benefits. (p. 79)

14. Poverty income guidelines for families of specified size, [by date of issuance] 1965-86. (p. 80)

Periodicals: The ASI Annual fully abstracts and indexes statistics in each periodical issue published during the year. The ASI monthly issues do not repeat this coverage. Instead, they index and abstract each entirely new periodical, and only the new articles, special tables, and format changes of established periodicals. When periodicals are involved in your research, use both the current monthlies and the previous year's annual.

Step 3: Check the Government Documents Shelflist Card Catalog. See page 2 of this guide, Step 4.

Step 4: Find the Publication in the Auraria Library. See page 2 of this guide, Step 5.

Step 5: Find Older or Non-Depository Publications on Microfiche at the Periodicals Desk.

Publications dated 1974-1978 may not be in the Auraria Library as it has only been a depository library since 1978. The full text of the publications for these years are on microfiche at the Periodicals Desk. The staff at the Periodicals Desk will need the year of the index and the abstract number. Also, the depository publications for these years should be available at Denver Public Library or at the University of Colorado in Boulder. They may also usually be borrowed on interlibrary loan.

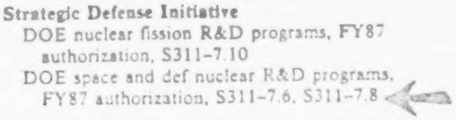
Look at non-depository publications (no black dot) published since 1978 on microfiche in the Periodicals Department. Give them the year of the ASI index and the abstract entry number.

INDEX CIS/Annual (Congressional Information Service). 1970-present.
KF49 Monthly, with quarterly and annual indexing.
C62

This is a comprehensive index to the legislative publications (except the Congressional Record) of Congress beginning with the 91st Congress, 1st session (1970). Published by the same publisher as ASI (Congressional Information Service), CIS also indexes the contents of Congressional hearings, committee prints, House and Senate Reports and Documents, and the Public Laws. It also outlines legislative histories for laws passed since 1970. Topics that come before the U.S. Congress include current social and economic issues (e.g., tax reform, abortion, prayer in schools, civil rights) as well as environmental and health issues (e.g., nuclear reactor safety, acid rain), and hundreds of other, diverse subjects.

The format of CIS is similar to that of ASI, that is, index and abstracts. Indexing is by "Subject and Names" (including names of witnesses testifying at hearings, names of organizations represented by witnesses, and official and popular names of bills and laws), "Titles," and "Bill and Congressional publication numbers:"

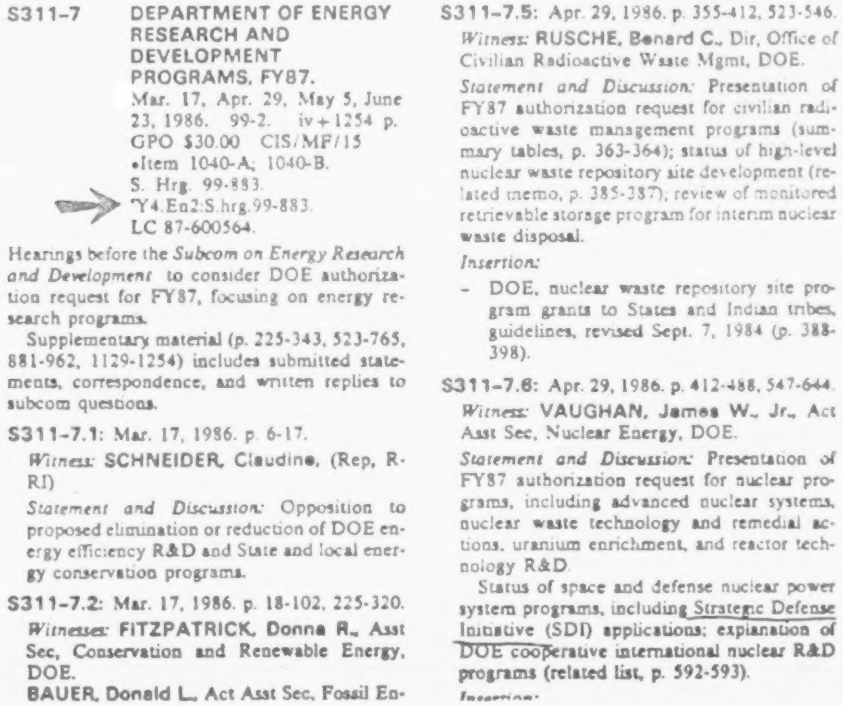
Step 1: Using the Index Volumes, Identify Abstract Numbers for Congressional Publications on Your Subject.



Strategic Defense Initiative
DOE nuclear fission R&D programs, FY87 authorization, S311-7.10
DOE space and def nuclear R&D programs, FY87 authorization, S311-7.6, S311-7.8

Step 2: Look Up the Abstracts.

Write down the Superintendent of Documents classification number.



S311-7 **DEPARTMENT OF ENERGY RESEARCH AND DEVELOPMENT PROGRAMS, FY87.**
Mar. 17, Apr. 29, May 5, June 23, 1986. 99-2. iv+1254 p.
GPO $30.00 CIS/MF/15
•Item 1040-A; 1040-B.
S. Hrg. 99-883.
Y4.En2:S.hrg.99-883.
LC 87-600564.

Hearings before the *Subcom on Energy Research and Development* to consider DOE authorization request for FY87, focusing on energy research programs.

Supplementary material (p. 225-343, 523-765, 881-962, 1129-1254) includes submitted statements, correspondence, and written replies to subcom questions.

S311-7.1: Mar. 17, 1986. p. 6-17.

Witness: **SCHNEIDER, Claudine**, (Rep, R-RI)

Statement and Discussion: Opposition to proposed elimination or reduction of DOE energy efficiency R&D and State and local energy conservation programs.

S311-7.2: Mar. 17, 1986. p. 18-102, 225-320.

Witnesses: **FITZPATRICK, Donna R.**, Asst Sec, Conservation and Renewable Energy, DOE.

BAUER, Donald L., Act Asst Sec, Fossil En-

S311-7.5: Apr. 29, 1986. p. 355-412, 523-546.

Witness: **RUSCHE, Benard C.**, Dir, Office of Civilian Radioactive Waste Mgmt, DOE.

Statement and Discussion: Presentation of FY87 authorization request for civilian radioactive waste management programs (summary tables, p. 363-364); status of high-level nuclear waste repository site development (related memo, p. 385-387); review of monitored retrievable storage program for interim nuclear waste disposal.

Insertion:

- DOE, nuclear waste repository site program grants to States and Indian tribes, guidelines, revised Sept. 7, 1984 (p. 388-398).

S311-7.6: Apr. 29, 1986. p. 412-488, 547-644.

Witness: **VAUGHAN, James W., Jr.**, Act Asst Sec, Nuclear Energy, DOE.

Statement and Discussion: Presentation of FY87 authorization request for nuclear programs, including advanced nuclear systems, nuclear waste technology and remedial actions, uranium enrichment, and reactor technology R&D.

Status of space and defense nuclear power system programs, including Strategic Defense Initiative (SDI) applications; explanation of DOE cooperative international nuclear R&D programs (related list, p. 592-593).

The legislative histories of all public laws passed during a Congressional session are published in a separate bound volume at the end of the session. The hearings are abstracted and citations to the Congressional Record are included as well as citations to the House and Senate reports and documents. Superintendent of Documents classification numbers are included for each entry.

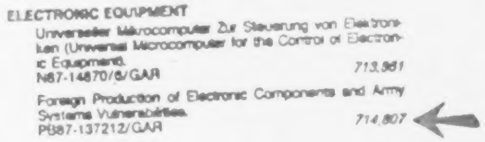
See the library use guide, "Congressional Publications," for details on the location of various Congressional publications in the Auraria Library and how to use other related indexes.

INDEX T45 G782 — Government Reports: Announcements and Index. Bimonthly; annual cumulative indexes.

U.S. government sponsored research, development, and engineering reports are another valuable source of information on a wide variety of subjects: administration and management; biomedical technology, computers; manufacturing technology, missile technology; nuclear science; and urban and regional technology and development, to name a few. In addition, foreign government agencies and their contractors or grantees are included. These reports are sold through the National Technical Information Service (NTIS).

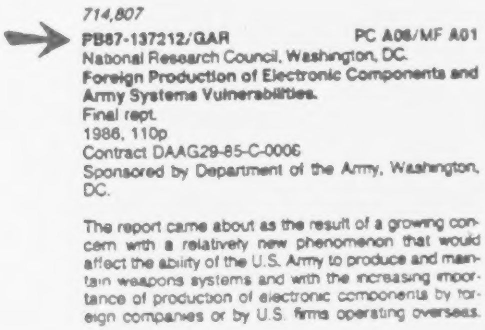
Abstracts are published for each report and access is through several points: keyword, personal author, corporate author, contract/grant number, or NTIS order/report number. This index also uses a two-step process. The semi-monthly issues have their own indexes which are cumulated annually.

Step 1: **Identify Reports on Your Topic.** Use the appropriate index and note the abstract number, e.g.,



ELECTRONIC EQUIPMENT
Universeller Mikrocomputer Zur Steuerung von Elektroniken (Universal Microcomputer for the Control of Electronic Equipment). 713,981
N87-14870/6/GAR
Foreign Production of Electronic Components and Army Systeme Vulnerabilities. 714,807
PB87-137212/GAR

Step 2: **Identify the NTIS Order/Report Number.** Go to the abstract where you will find the NTIS Order/Report Number or other order number.



714,807
PB87-137212/GAR **PC A06/MF A01**
National Research Council, Washington, DC.
Foreign Production of Electronic Components and Army Systeme Vulnerabilities.
Final rept.
1986, 110p
Contract DAAG29-85-C-0006
Sponsored by Department of the Army, Washington, DC.

The report came about as the result of a growing concern with a relatively new phenomenon that would affect the ability of the U.S. Army to produce and maintain weapons systems and with the increasing importance of production of electronic components by foreign companies or by U.S. firms operating overseas.

Step 3: **Determine Whether the Report is Available in the Auraria Library.**

The Auraria Library has a few of these reports on microfiche or in paper. If they are in paper they will be listed in the card catalog for government publications at the end of the catalog. If they are in microfiche the Periodicals Desk will have them.

BEST COPY AVAILABLE

In this area, all NTIS distributed reports are available in the Government Publications Division of the University of Colorado Libraries, Norlin Library, Boulder. They are on microfiche which may be read there or copied into paper form or another microfiche for a modest fee. A title may also be requested through InterLibrary Loan at Auraria Library. A fee of $2.50 is charged for the microfiche copy which becomes the property of the borrower.

If a report is not available through NTIS, other availability is noted. Reports available through different distribution channels may or may not be in the area. Consult with a reference librarian to determine how to get the report.

ls:12/87
p117

INTERLIBRARY LOAN via E-MAIL

Now you can send your Interlibrary Loan [ILL] requests for material not owned by the Auraria Library through the CU-Denver Computing Services VAX 8700 system. You will need a dial-up terminal or PC, a modem and telephone. This newly developed program will allow you to send your ILL requests electronically through E-Mail.

IF YOU HAVE A PRE-ESTABLISHED VAX ACCOUNT

Log into your account and at the $ type **LIB_LOAN**. This will activate the Interlibrary Loan program. Read the screen, it will direct you through the program.

IF YOU DO NOT HAVE A VAX ACCOUNT

You can use the ILL program by calling the VAX system from your home or office computer;

Dial -	300-1200 baud	629-0134
	2400 baud	629-0838

The system will prompt you for the system that you wish to use. You will respond with the name of the system that your account is on. The following example shows the system prompt and the selection that you will make.

```
CU-DENVER>>>PLEASE SELECT SYSTEM:  CUDNVR
```

at the login command type the following;

```
USERNAME: LIB_LOAN
```

Read the screen, it will direct you through the program.

This project is partially funded by the CU System University President's Information Technology Grant.

If you have any questions concerning this program, call Imelda Mulholland at 556-2562 or 556-3538

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BIBLIOGRAPHIES

These two specialized bibliographies provide a subject approach to the core research in women's studies.

REF HQ 1206 Z9W37 1990	Watson, G. Llewellyn, ed. *Feminism and Women's Issues: An Annotated Bibliography and Research Guide.* New York: Garland, 1990.
REF HQ 1180 Z9L63 1987	Loeb, Catherine R., Susan E. Searing, and Esther F. Stineman, comps. *Women's Studies: A Recommended Core Bibliography, 1980 - 1985.* Littleton CO: Libraries Unlimited, 1987.

STATISTICS

REF HQ 1420 T34 1991	Taeuber, Cynthia, ed. *Statistical Handbook on Women in America.* Phoenix AZ: Oryx Press, 1991. This is an excellent source for statistical information on a wide variety of topics concerning women.

BOOKS AND MEDIA

The Auraria Library catalog on the CARL (Colorado Alliance of Research Libraries) computerized information system includes listings for most books and media items held at the Auraria Library. Please read the Library Use Guides entitled "**CARL SYSTEM INTRODUCTION**" and "**CARL SYSTEM ADVANCED**" to learn how to use the computer system effectively.

Here are a few hints for finding information about women in the Auraria Library catalog. If you perform a **<W>ORD** search on the single word **WOMEN**, CARL will retrieve a very large number of items, too many for you to sort through. However, if you combine **WOMEN** with another **WORD** (for example, another subject), you will narrow your search to a more manageable and more relevant number of items.

Here are some ways to narrow a search, along with examples:

WOMEN paired with another word to describe a subject:

women employment
women business
women religion
women folklore

WOMEN'S STUDIES RESOURCES AT THE AURARIA LIBRARY

The Auraria Library has a wide variety of learning materials in the area of Women's Studies. These learning materials can be divided into four major groups: reference books, circulating books and media, periodicals and periodical indexes, and archival material on microfilm. This guide is intended to introduce you to these resources as well as make them more readily accessible.

REFERENCE BOOKS

Reference books can be useful when trying to locate background information on a topic, biographical data, lists of key articles on a topic, or statistics. Listed here are a few of the more important sources that are available in the reference collection. Other women's studies reference books can be found by browsing in the Ref HQ 1101 - HQ 1900 area.

ENCYCLOPEDIA

REF HQ 1115 W645 1989	Tierney, Helen, ed. *Women's Studies Encyclopedia*. New York: Greenwood, 1989- . This is an excellent source for locating background information on a wide variety of women's studies topics. Volume I covers "Views from the Sciences"; Volume II covers "Literature, Arts, and Learning." Volume III will be released in late 1991 or 1992.

DICTIONARY

REF HQ 115 H86 1990	Humm, Maggie, comp. *Dictionary of Feminist Theory*. Columbus: Ohio State University Press, 1990. This dictionary provides explanations of words and phrases used in contemporary feminist thought.

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LAWRENCE at 11th Street DENVER, COLORADO [illegible]

WOMEN paired with a geographical location:

women Colorado
women Great Britain
women Russia

WOMEN paired with a book format

women biography
women history
women statistics

WOMEN paired with a media format

women videorecording
women sound recording

If you have difficulty finding information, you might be using terminology that is different from that which the library is using. Please ask at the Reference Desk for assistance if you are not finding what you need. Librarians will be happy to show you how to use the *Library of Congress Subject Headings*, which may lead you to other **WORDS** to use in your search. *Women in LC's Terms: A Thesaurus of Library of Congress Subject Headings Relating To Women* (REF Z 695.1 W65 D53 1988) is another helpful source.

PERIODICALS AND PERIODICAL INDEXES

Since Women's Studies is a multi- and inter-disciplinary field, articles on this broad topic can be published in a wide variety of journals, ranging from specialized women's studies journals to those in the arts, humanities, sciences, and social sciences. Subject access to periodical literature in women's studies is through specialized indexes and abstracts, and in some cases, through computer databases.

WOMEN'S STUDIES INDEXES

INDEX HQ 1101 W65	*Women Studies Abstracts*. Rush NY: Rush Publishing. (Quarterly) Journals indexed in this source relate directly to the study of women in all subject areas. Also includes book and media reviews. Abstracts are included for many of the citations.
INDEX HQ 1101 F44	*Feminist Periodicals: A Current Listing of Contents*. Madison: University of Wisconsin System Women's Studies Librarian. (Quarterly) A unique index which photocopies the table of contents of individual journals in women's studies.

OTHER SUBJECT INDEXES WHICH OFTEN LIST ARTICLES ABOUT WOMEN

Depending on your topic, you may want to consult the following:

Social Sciences Index (INDEX H 1 S62)
Humanities Index (INDEX AI 3 H53)
Psychological Abstracts (INDEX BF 1 P65)
Sociological Abstracts (INDEX HM 1 S67)
America: History and Life (INDEX E 151 A447)
Business Periodicals Index (INDEX HF 5001 B983)
Art Index (INDEX N 5300 A78)

COMPUTER DATABASES

Another significant source to identify articles in women's studies is the UnCover database on the CARL system, which covers over 10,000 journals held by participating CARL libraries (primarily in the Denver metropolitan area). See the Library Use Guide entitled "UnCover" for more details on accessing this database.

Unfortunately, there is not an easily accessible database solely devoted to coverage of women's studies journals. However, there are computerized counterparts to several of the indexes listed above that can be searched on a personal computer in the library. Ask at the Reference Desk for assistance in using the following CD-ROM (compact disk - read only memory) products:

Social Sciences Index (covers social science journals)
PsycLit (covers psychology journals)
ERIC (covers education literature)
ABI/INFORM (covers business magazines and journals)

Finally, you may want to consider having COMPUTER-ASSISTED RESEARCH (CAR) done for you. This is a fee-based service in which a librarian (by appointment) accesses remote databases, the result of which is a customized bibliography (usually with annotations) on your topic. See the Library Use Guide entitled "Computer-Assisted Research" for more details on costs and procedures.

SPECIALIZED MICROFILM COLLECTIONS

The Auraria Library is fortunate in having two major microfilm collections of women's studies materials -- *History of Women* and *Herstory*. The collections are housed in the microforms area in the Periodicals/Microforms Department.

MICRO HQ 1121 H5	*History of Women*. New Haven CT: Research Publications, 1975. This is a valuable research tool for anyone interested in the study of women's history. It contains microfilm copies of primary materials (monographs, pamphlets, periodicals, manuscripts, selected photographs) from prominent women's history archives, including the Sophia Smith Collection at Smith College, the Schlesinger Library at Radcliffe College, the Jane Addams Hull House Library, the New York Public Library, the Boston Public Library, the Scripps College's Mcpherson Collection, and the private collection of Miriam Y. Holden. Its emphasis is on material published prior to 1920.

To access the information contained in this large collection, which contains over 900 reels of microfilm, consult the following index:

INDEX HQ 1121 H522	*History of Women: A Guide to the Microfilm Collection*. Woodbridge CT: Research Publications, 1983.
MICRO HQ 1410 H47	*Herstory*. Wooster: Bell and Howell, 1973- . This collection contains information which is of interest to researchers studying the resurgence of the feminist movement dating from 1956. It contains the full text of journals, newspapers, and newsletters of women's groups (liberation, civic, religious, professional, peace) from throughout the world.

To access this important collection, consult the following index:

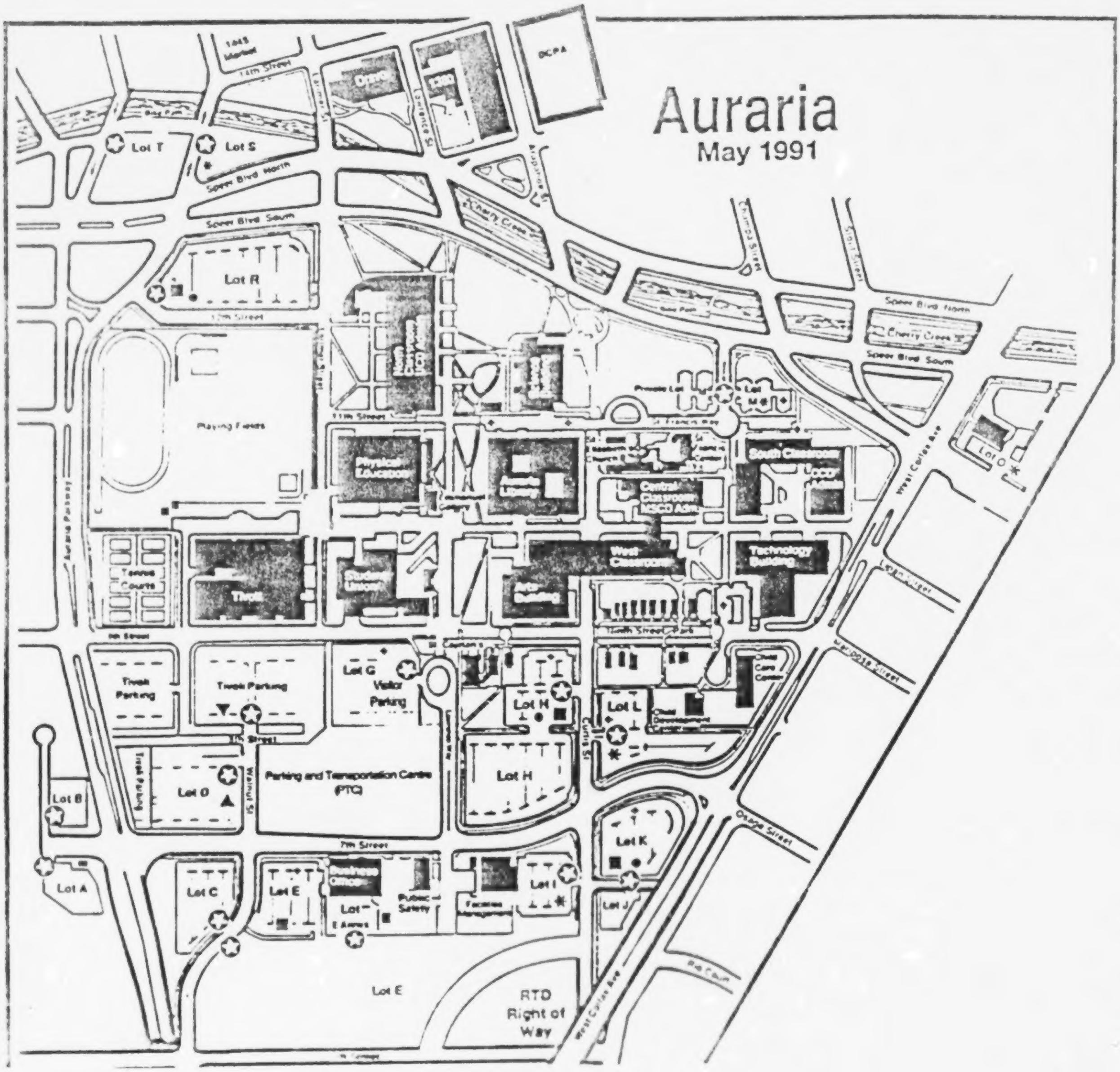
INDEX HQ 1410 H472	*Herstory: Microfilm Collection*. Berkeley CA: Women's History Research Center.

FURTHER ASSISTANCE

Please ask for assistance at the Reference Desk if you need assistance when working on any research question dealing with Women's Studies.

CA:9/91

MAP: AURARIA CAMPUS


Auraria
May 1991
1445 Market
14th Street
DCPA
Lot T
Lot S
Speer Blvd North
Speer Blvd South
Larimer St
Lawrence St
Arapahoe St
Cherry Creek
Lot R
12th Street
Playing Fields
11th Street
North Classroom UCD Admin
Physical Education
Auraria Library
St Francis Way
Private Lot
Lot M
Central Classroom MSCD Admin
South Classroom
CCD Admin
West Classroom
Technology Building
Arts Building
Student Union
Tivoli
Tennis Courts
Auraria Parkway
Curtis Street
Champa Street
Stout Street
West Colfax Ave
Lot O
Lipan Street
Mariposa Street
Osage Street
9th Street
Ninth Street Park
St Cajetan's
Tivoli Parking
Lot G
Visitor Parking
7th Street
Lot D
Walnut St
Parking and Transportation Centre (PTC)
Lot H
Lot L
Curtis St
Child Care Center
Child Development Center
Lot B
Lot A
7th Street
Lot C
Lot E
Business Offices
Lot E Annex
Public Safety
Facilities Management
Lot I
Lot J
Lot K
Lot E
RTD Right of Way
West Colfax Ave

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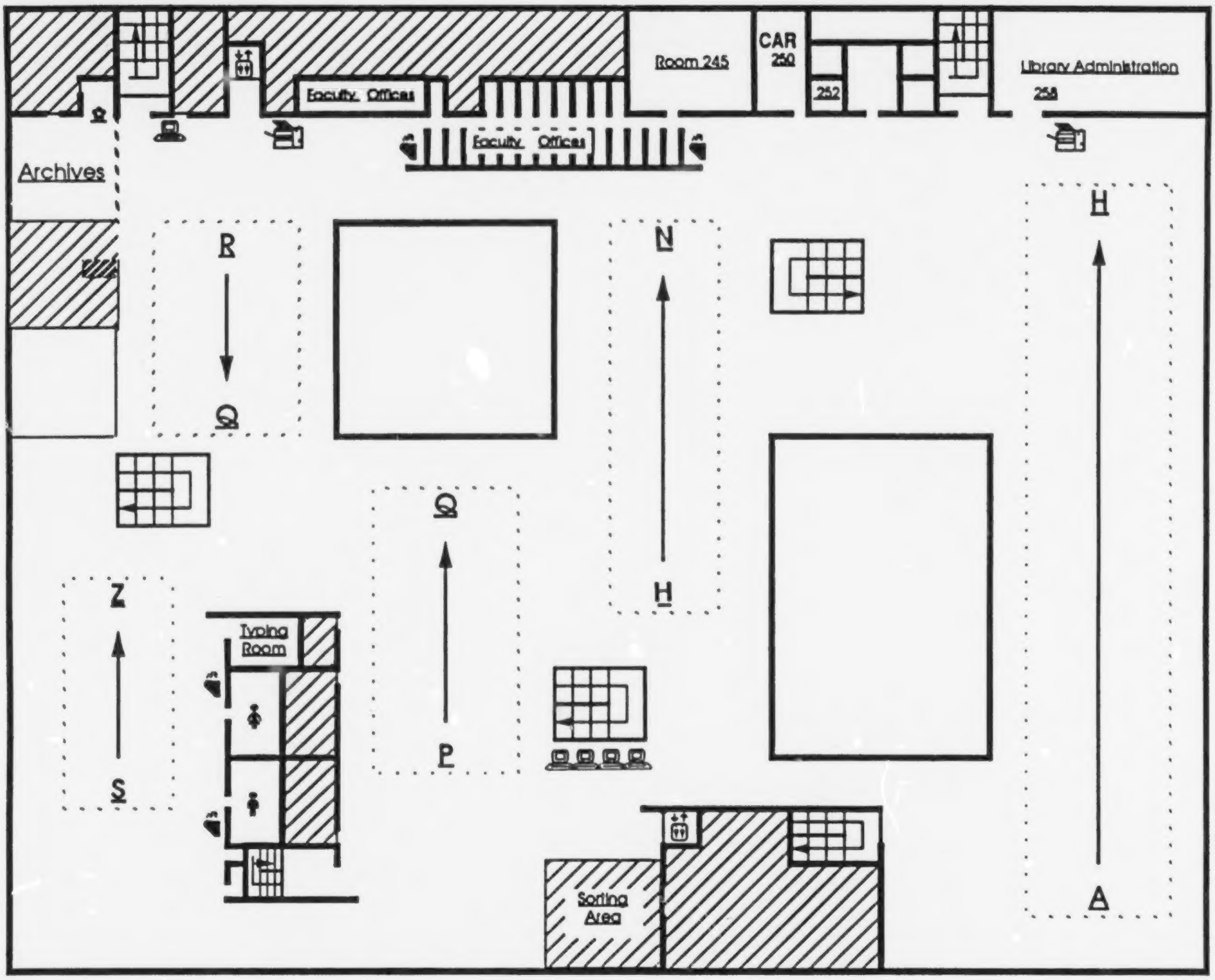
Second Floor


Faculty Offices
Room 245
CAR
250
252
Library Administration
258
Faculty Offices
Archives
R
Q
N
H
H
Q
Z
Typing Room
P
S
Sorting Area
A

Legend

- ☆ **Sevice Desks**
- 🚹 **Men**
- 🚺 **Women**
- 🚰 **Drinking Fountian**
- 💻 **PAC Terminal**
- ☎ **Telephone**
- 🖨 **Copier**
- ▦ **Stairs**
- 🛗 **Elevator**

GUIDE TO PAC ABBREVIATIONS :

AUR MAIN 2nd Floor (CIRCULATING COLLECTION)

AUR MAIN REF (REFERENCE COLLECTION)

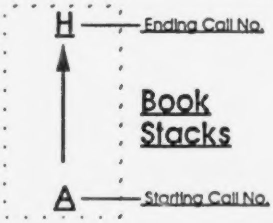
AUR MAIN INDX (INDEX COLLECTION)

AUR MAIN DOC (GOVERNMENT DOCUMENTS)

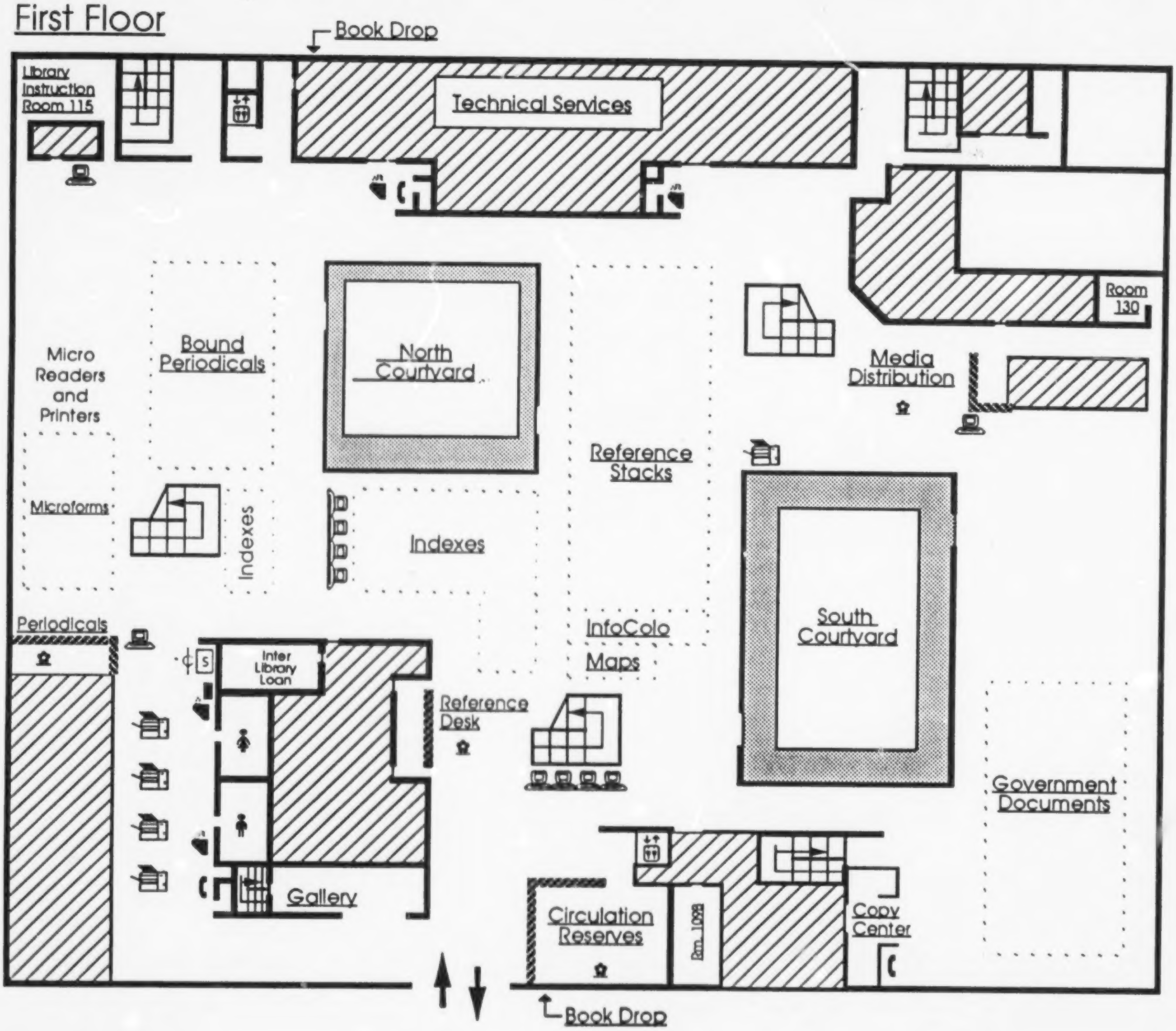
AUR MAIN PERIOD (BOUND PERIODICALS)

AUR MAIN INCO (COLORADO INFORMATION RESOURCE CENTER)

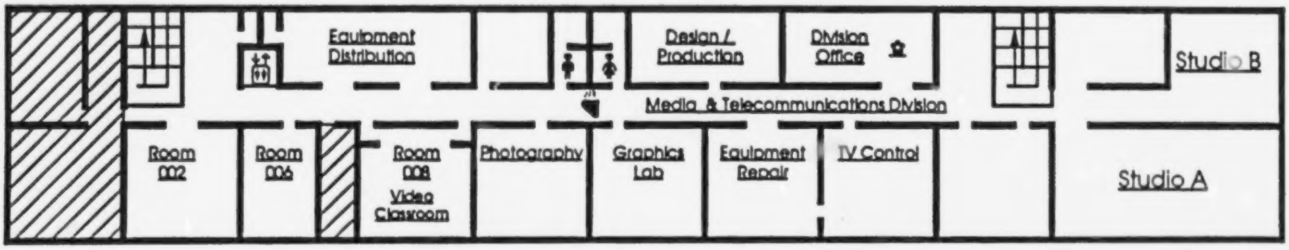
▨ Areas closed to public access


H
Ending Call No.
Book Stacks
A
Starting Call No.

First Floor


Book Drop
Library Instruction Room 115
Technical Services
Room 130
Micro Readers and Printers
Bound Periodicals
North Courtyard
Reference Stacks
Media Distribution
Microforms
Indexes
Indexes
South Courtyard
InfoColo
Maps
Periodicals
S
Inter Library Loan
Reference Desk
Government Documents
Gallery
Circulation Reserves
Rm. 109B
Copy Center
Book Drop

Basement


Equipment Distribution
Design / Production
Division Office
Studio B
Media & Telecommunications Division
Room 002
Room 006
Room 008
Video Classroom
Photography
Graphics Lab
Equipment Repair
TV Control
Studio A

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CD-ROM Products

Available at the Auraria Library

Update: June 1991

PsycLit

PsycLit is a bibliographic database which provides indexing and abstracts to articles in more than 1,300 journals in psychology and behavioral sciences. It corresponds to the print Psychological Abstracts. Auraria Library has discs covering 1974 to the present.

Social Sciences Index

Social Sciences Index covers the same 300 periodicals as the print index of the same name. In addition to main articles, reviews, interviews, obituaries, biographies and scholarly "letters to the editor" are indexed. Disc is cumulated back to 1983.

ABI/Inform

ABI/Inform indexes and abstracts more than 800 of the top business and management periodicals. Coverage is international with publications from North America, Europe, Asia and Australia. Subjects covered include: finance, accounting, banking, taxation, company and industry information, and marketing. The disc contains five years worth of data.

Government

Several CD-ROM products distributed by the US government have been received at the Auraria Library. They are available on one workstation through a menu system. A current list of CDs is not available at this time.

CD-ROM PRODUCTS

AVAILABLE AT THE AURARIA LIBRARY AUGUST 1990

ERIC

ERIC is a bibliographic database covering the journal and technical literature in the field of education. It consists of Resources in Education (RIE), covering the document literature, and Current Index to Journals in Education (CIJE), covering the journal literature from over 775 periodicals. Auraria Library has discs covering 1966 to present.

CIRR: Corporate & Industry Research Reports

CIRR is a cumulative index with over 40,000 abstracts to approximately 100,000 corporate and industry reports on microfiche written by securities and investment banking firms from 1979 to present. These reports analyze more than 7,000 North American and 1,000 foreign companies, providing insight to economic, competitive, technical and even political issues that are the makeup of today's business and industry. The reports on microfiche are available in the Auraria Library.

NewsBank Electronic Index

The NewsBank Electronic Index is an easy-to-use, computerized research tool containing over 1 million references to newspaper articles from over 500 US newspapers. Current issues and events are covered by six services: NewsBank, Names in the News, Fine Arts and Architecture, Film and Television, Literature and Performing Arts. Full text of every article is available on microfiche in the Auraria Library.

Business NewsBank

Business NewsBank is a companion disc to NewsBank Electronic Index, covering business topics. Articles from over 200 regional business publications, in addition those from the 500 newspapers scanned for NewsBank, are included in Business NewsBank.

1988 County & City Data Book

This disc contains files of basic statistics for all counties and cities with 25,000 or more persons from a number of federal agencies and national associations. Compiled by the Bureau of the Census.

Toxic Chemical Release Inventory 1987

Produced by the EPA, this is a CD-ROM version of the 1987 Toxic Chemical Release Inventory (TRI) and Hazardous Substance Fact Sheets describing the health and ecological effects of the TRI chemicals.

Test disc 2: Census of Retail by Zip Code 1982
Census of Agriculture 1982

Selected data of each census from the US Bureau of the Census.